

OKI Regional Freight Plan Request for Qualifications Questions

Release Date – 2/26/10

Amendment to OKI Regional Freight Plan RFQ:

On page 8, the RFQ contains the following requirement.

III. COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS

All pertinent local, state, and federal regulations, including those related to DBE requirements apply, whether or not specifically identified. All organizations submitting an SOQ must be pre-qualified by the Ohio Department of Transportation and the Kentucky Transportation Cabinet.

Upon further discussions with Ohio Department of Transportation (ODOT) staff, the following amended text is intended to replace the above found on page 8.

III. COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS

All pertinent local, state, and federal regulations, including those related to DBE requirements apply, whether or not specifically identified. All lead agencies submitting an SOQ must be prequalified by the Kentucky Transportation Cabinet in the area of "Transportation Planning Services" which can be found at <http://transportation.ky.gov/progperform/>. The Ohio Department of Transportation (ODOT) does not have a similar category and thus prequalification in Ohio is not required. However, lead agencies must be able to demonstrate knowledge of the ODOT Project Development Process.

Question Submitted: 2/26/10 12:51 p.m.

I am inquiring about the OKI regional Freight Plan request for Professional Engineering Services, to see if this is related to Weight and Measures for the OKI 8 County area. It would be beneficial for this corridor of the three states to have a uniform weight law for all vehicles (trucks). We have three weight laws in this 8 County area of OKI.

This is an example of the type of freight transportation issue that may be identified during the course of the actual plan development process. Such private freight sector input will be useful in identifying obstacles. The goal of the OKI Regional Freight Plan is to include policy recommendations, if after analysis, they prove to be potential instruments of change for improving freight movement, safety, environmental conditions and/or the regional economy.

Question Submitted: 2/26/10 1:05 p.m.

One concern - in terms of responses to questions. Will questions submitted be responded to prior to the March 26 deadline or are responses all being held until March 26. By that time most people will have their proposal written and ready to submit with little time to adjust after responses may clarify issues.

Written questions submitted will be responded to within two business days. Once the response is posted, the following reply will be sent to the email address from which the question was received: *A response to your question regarding the OKI Regional Freight Plan RFQ has been posted at www.oki.org.*

Question Submitted: 3/3/10 11:52 a.m.

- Please clarify which prequalification categories are required from the Ohio DOT for this submittal. As the OKI Regional Freight Plan is a planning study, most of the Ohio DOT prequalification categories are not applicable. Will OKI consider removing the prequalification requirement?
- If prequalification with the OHIO DOT and KYTC is required then would it be sufficient if a subconsultant on the team is prequalified?
- In which state(s) must the DBE be certified? Is it sufficient to be certified as a DBE in one of the three states?

Original Response (3/5/10)

- ~~For Ohio there is no precise category for freight studies or planning. Therefore, any one of the prequalification categories is acceptable if the lead members of the team can demonstrate knowledge of the project development process. ODOT's prequalification requirements can be found at <http://www.dot.state.oh.us/Divisions/ProdMgt/Consultant/Pages/default.aspx>. The prequalification category that applies to this RFQ for KYTC is "Transportation Planning Services" which can be found at <http://transportation.ky.gov/progperform/>. OKI will not deviate from this RFQ prequalification requirement.~~
- ~~At minimum, ODOT and KYTC prequalifications should be held by the lead consulting firm responding to OKI's Regional Freight Plan RFQ.~~
- ~~OKI accepts DBE certifications from any one of our three member states.~~

Revised Response (3/9/10 - Please refer to Amendment at the top of this document)

- For Ohio there is no precise category for freight studies or planning. The prequalification category that applies to this RFQ for KYTC is "Transportation Planning Services" which can be found at <http://transportation.ky.gov/progperform/>.
- At minimum, KYTC prequalifications should be held by the lead consulting firm responding to OKI's Regional Freight Plan RFQ.
- OKI accepts DBE certifications from any one of our three member states.

Question Submitted: 3/8/10 10:22 a.m.

Because our firm does not perform the types of engineering, environmental and right of way acquisition services for which the Ohio Department of Transportation prequalifies consultants, we are not currently prequalified with ODOT. We are however certified to do business with the Ohio Secretary of State and have done and are currently doing a significant amount of planning work for ODOT, including the development of the Ohio Futures Plan which is underway. In reviewing the General Prequalification Information from the ODOT website, it does mention that "for projects that do not include such services (referring to those services for which the engineering, environmental and right of way acquisition prequalifications apply) prequalification will not be required." Is there a possibility that the ODOT prequalification requirement may be waived based on the nature of work that will be involved in the OKI Regional Freight Plan?

- Upon further discussions with Ohio Department of Transportation (ODOT) staff, OKI has amended our response to the question submitted 3/3/10 11:52 a.m. (*see above Revised Response*).
- OKI also issues the following amended text which is intended to replace the existing same section found on page 8 of the RFQ document.

III. COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS

All pertinent local, state, and federal regulations, including those related to DBE requirements apply, whether or not specifically identified. All lead agencies submitting an SOQ must be prequalified by the Kentucky Transportation Cabinet in the area of "Transportation Planning Services" which can be found at <http://transportation.ky.gov/progperform/>. The Ohio Department of Transportation (ODOT) does not have a similar category and thus prequalification in Ohio is not necessary by the lead agency submitting an SOQ. However, lead agencies must be able to demonstrate knowledge of the project development process.

Question Submitted: 3/8/10 4:53 p.m.

Is Global Insight precluded from participating on a consultant team as a sub given that their TRANSEARCH database will be utilized by OKI for the project? I was not sure if you have a project specific contract with them which precludes participation as a consultant for others.

TRANSEARCH data obtained from the Ohio Department of Transportation will be utilized in the development of the OKI Regional Freight Plan. Use of this data does not preclude the participation of Global Insight or any other firm as a member of a proposed consultant team.

Question Submitted: 3/10/10 11:53 a.m.

We have few questions related to the Cost Proposal (Exhibit A):

Item 2: Is there a specific methodology which must be utilized to determine the consultant overhead percentage rate (ie: ODOT or KYTC audited overhead rates)?

Pursuant to ODOT policy, consultants may bill overhead costs on *Cost Plus Fixed Fee* contracts using rates approved by the ODOT Office of Audits. The overhead rates are typically reviewed and approved on an annual basis and are applicable to *Cost Plus Fixed Fee* contracts awarded by ODOT or any local government in the State of Ohio. The consultant should use its most recently approved overhead rates for estimating and invoicing projects.

A consultant should know if they have an approved ODOT overhead rate. If the consultant does not have an approved ODOT overhead rate they can refer to ODOT's Consultant website for guidance:
<http://www.dot.state.oh.us/Divisions/Finance/Auditing/Pages/Consultants.aspx>

Item 4: Will subconsultants be required to provide overhead rates?

The consultant is responsible for performing the work required. The consultant and all associated subconsultants must be identified at the time of proposal. Subconsultants are required to provide information in the same format as the prime consultant.

Item 5: Does travel only include the prime consultant or should this cost also include travel for subconsultants.

The consultant is responsible for performing the work required. The consultant and all associated subconsultants must be identified at the time of proposal. Subconsultants are required to provide information in the same format as the prime consultant. This means there should be a travel amount listed for the prime and a separate travel amount listed for the subconsultant.

Item 6: If there a specific percentage to be used to calculate profit?

OKI does not state a specific percentage to be used to calculate profit. As with overhead costs, individual firms are expected to have a standard percentage that is used to identify profit margins. However, the maximum profit percentage accepted by the Ohio Department of Transportation is 10%. The profit percentage can only be applied to salaries, fringe and overhead costs because all other costs are considered reimbursable.

Question Submitted: 3/12/10 10:38 a.m.

Does the resume of the Project Manager Count toward the 20 page limit? Can we include as part of the PM resume - letters of recommendation from past and current clients concerning the PM?

- Identification and resumé of the project manager who will be managing the work on the project should be included as part of the SOQ's 20 page limit. Resumés for all potential consultant participants are not desired.
- The SOQ is to include a description of experience in previous freight planning and references for similar projects completed by the lead consultant and any

subconsultants including the name, address and telephone number of the client and a description of the work.

- The format of resumé and references is determined by the applicant, however the content should be concise and remain within the 20 page SOQ limit.

Question Submitted: 3/16/10 5:09 p.m.

You asked for a signed submittal - to us that means a cover letter - is the cover letter included in the 20 page limit?

Page 8 of the RFQ states that "An official authorized to bind the contractor must sign the submittal." OKI does not specify where the signature should appear in the SOQ. The applicant may determine how best to include the signature given the layout and format of their individual submittal. The signature should be included as part of the SOQ's 20 page limit.

Question Submitted: 3/16/10 11:19 p.m.

In preparing Exhibit B of the cost proposal for the OKI Regional Goods Movement Plan RFQ can we show additional Tasks and/or Subtasks or do we have to adhere to exactly what you show on page 12 of the RFQ?

The Cost Proposal should include all elements, tasks, and/or activities proposed by the applicant. The form is intended as a basic outline. To meet page restrictions, applicants may create their own Cost Proposal ensuring that all minimal RFQ tasks are included.

Question Submitted: 3/18/10 11:36 a.m.

Would you please send me a list of those to whom you sent this RFQ, so that RLBA may make teaming arrangements? R.L. Banks & Associates, Inc., (RLBA) has done considerable work in the OKI region, and we believe we can make an important contribution in this Freight Plan study.

On February 26, 2010, an announcement was e-mailed to OKI's consultant list and DBE contact list. This announcement included a link to www.oki.org where interested parties could obtain a copy of the OKI Regional Freight Plan RFQ. The OKI consultant and DBE lists are attached to this Q&A for your reference.

Question Submitted: 3/24/10 8:36 a.m.

We may potentially use a subconsultant that does not have an established audited overhead rate. Can the fully loaded labor charges for this sub be provided on the cost proposal forms. If not do you have a required methodology to be used for the establishing the overhead rate for this situation?

Subconsultants need to provide labor and overhead rates in the same format as the prime consultant. The following methodology can be used:
Indirect costs are recovered through application of an overhead rate. The rate is expressed as a percentage of direct labor costs (Overhead = Indirect Costs/Direct Labor)

Overhead includes:

- General and Administrative Labor (salaries/wages of support staff)
- Fringe Benefits (e.g., insurance and paid leave)
- Depreciation on allocable fixed assets
- Taxes (Federal income taxes are not allowable overhead charges for government contracts)

Secondly, ODOT utilizes the average overhead rates of its consultants for calculating the net profit amount on a project not the specific overhead rate for the respective individual consultants. Will OKI use this same methodology and will the average overhead rate be identical to ODOT's?

Yes, OKI will use the same methodology. Currently, the rate for Preliminary Development for Single Corridor Projects and Categorical Exclusions of 10% is used. Net fee is normally calculated as a percentage of the total of:

- Direct labor costs
- Indirect costs (overhead) based on a average statewide overhead rate.

The prime consultant is not allowed net fee on the actual work performed by subconsultants as this would constitute two firms profiting from the same work. However, the prime consultant is allowed net fee for its efforts in administering the subconsultant contract.

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03/18/2010

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Engineering	Wang Engineering	Gary R.	Simmons	Principal-In-Charge	Mr.	9420 Towne Square		Cincinnati	OH	45246	513-225-7142	5139369400	info@wangeng.com	
Engineering	ASC Group	Shaune M.	Skinner		Ms.	4620 Indianaola Ave.		Columbus	OH	43214	614-268-2514	6142687881	sskinner@ascgroup.net	
Graphic Design	Designed Solutions Group, Inc.	Roxanne	Patrick	Director, New Business Dev	Mr.	836 Franklin Street		Centerville	OH	45459	937-310-1254	9374289662	rpatrick@designed-solutions.com	www.designed-solutions.com
Graphic Design	Creative Photography	Anthony	Lowe	Owner	Mr.	748 Elberon Ave.		Cincinnati	OH	45205	513-921-5179		alowephoto@fuse.net	
Graphic Design	Designed Soutions Group	Roxanne	Patrick	President	Ms.	836 East Franklin Street		Centerville	OH	45459	937-428-9633	9374289633	rpatrick@designed-solutions.com	www.designed-solutions.com
Marketing	Blue Frog	Kimberly	Gibbs	Owner/Manager	Ms.	3901 Lansdowne Ave.		Cincinnati	OH	45236	513-681-3218	5137910246	bluefrog@bizcinci.rr.com	www.bluefrogpromo.com
Marketing/PR	Abel Associates	Lauren	Abel	Owner	Ms.	3029 Allen Fork Drive		Burlington	KY	41005	859-586-7939	8595867954	lauren@creative-consortium.com	
Marketing/Printing	Market Direct	John	Harmon	Owner	Mr.	310 Culvert Street Suite 3A		Cincinnati	OH	45202	513-563-4900		johnh@marketdirectinc.com	www.marketdirectinc.com
Marketing	R. Newsome and Company	Robin	Newsome	Owner	Ms.	7978 Meadowcreek Drive		Cincinnati	OH	45224	859-814-2136		rnewsome_@tankbus.org	
Marketing/PR	Promotion Execution Partners	Lisa	Boh	Marketing Direstoe	Ms.	250 East Fifth Street	Suite 1120	Cincinnati	OH	45202	513-826-0101	5138260123	bohl@peppromotions.com	www.peppromotions.com
Marketing/PR	RO Marketing	John	Thomas	President	Mr.	2536 Apple Ridge Lane		Cincinnati	OH	45236	513-376-6531		johnthomas@romarketing.net	
Marketing/PR	The Voice of Your Customer	Cyrstal	Kendrick	President	Ms.	1119 E. McMiliian Ave.	Suite B	Cincinnati	OH	45206	513-281-3228	5132813030	crystal@thevoiceofyourcustomer.c	www.thevoiceofyourcustomer.c
Office Supplies	J&A /Doredell Business Products	Jerry B.	Brown	President	Mr.	2557 Mustang Drive.		Cincinnati	Oh	45211	513-569-4203	5135611028	jbb_45237@yahoo.com	
Painting	Rick Taylor Painitng Contractor	Rick	Taylor	Owner	Mr.	5922 Sunridge Drive		Cincinnati	OH	45224	513-541-8695	5135411274	rtaylorpainting@yahoo.com	

DBE VENDORS - REVISED February 5, 2009

Printing	The T-shirt Co	The T-shirt		Printer	4409 Brazee Street	Oakley	OH	45209	513-321-2266		customerservice@cincyshirt.com	www.cincyshirt.com
Printing	All Screen embroidery	All Screen	Embroidery	Printer	1218 Race Street	Cincinnati	OH	45210	513-361-0500		scott@allscreenonline.com	www.allscreenonline.com
Printing	All Star Embroidery	All Star	Embroidery	Print Shop	6383 Wilderness Trail	West Chester	OH	45069	513-777-9215		asembol.com	www.allstarembol.com
Printing	Office Graphics	William G.	Pittman		Mr.	223 Court Street	Hamilton	OH	45011	513-863-3393	5138630999	officegraphics@fuse.net
Printing	Hooven-Dayton Corp.	Daniel M.	Schaeffer	National Accounts Manager	Mr.	8060 Technology Boulevard	Dayton	OH	45242	937-233-4473	9372339382	dschaeffer@hoovendayton.com www.hoovendayton.com
Printing	Service Graphics	Diane	Snodgrass		Ms.	1324 Bates Avenue	Cincinnati	OH	45255-1310	513-681-6664	5136810095	ron@servicegraphicsinc.com servicegraphicsinc.com