

Addendum No. 1
Inquiries and Responses
RFP Solicitation No. 3000002960
Equipment Management Program

1. Section 6.5 Evaluation and Review says that “each proposal shall be rated for Criteria one through three ...” What are criteria one through three?

Response:

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

CRITERIA	MAXIMUM SCORE
1. Approach and Methodology	20
2. Corporate Background Experience	15
3. Proposed project Staff	15

2. For the Proposed Project Staff section, will you accept the detailed information about each proposed team member in a separate appendix for resumes? Or would you prefer the information to be contained within the Proposed Project Staff section? This detailed information includes “education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications.”

Response: We do not have a preference for this. Either way will suffice for our purposes.

3. Section 3.1 of the RFP is titled *Highly Desirable Qualification of Proposer*, however, two of the statements below this title state that the “Proposer must” employ persons with certain experience. Specifically these are worded as follows:

“Proposer must employ at least one person who has a proven record of successfully establishing and operating an Equipment Revolving Fund for a state Department of Transportation, or a governmental agency of similar size and complexity.”

“Proposer must employ at least one person with a minimum of five years of experience in implementing and administering an Equipment Management Program for a state Department of Transportation, or a governmental agency of similar size and complexity.”

We respectfully request that the term “must” be deleted and that in each of the statements be changed to it is “highly desirable” that the proposer employ persons with this experience. The reason for these changes is that DOTD will eliminate qualified firms from proposing who do not employ persons with exactly the experience required.

3.1 *Highly Desirable Qualifications of Proposer*

The Proposer ~~shall~~should at minimum possess the following qualifications at the time of proposal submittal:

- One Principal of the Proposer, either as an employee or a subcontractor, ~~must~~should be an individual with documented experience in working with a state legislature to have enabling legislation passed for transportation projects.
- The Proposer ~~must~~should employ at least one person who has a proven record of successfully establishing and operating an Equipment Revolving Fund for a state Department of Transportation, or a governmental agency of similar size and complexity.
- The Proposer ~~must~~should employ at least one person with a minimum of five years of experience in implementing and administering an Equipment Management Program for a state Department of Transportation, or a governmental agency of similar size and complexity.
- The Proposer ~~must~~should have the following personnel:
 - **Principal:** The Principal is the key duty holder, who shall ensure effective management and implementation of all phases of the project. The main function of the Principal shall be properly manage and co-ordinate work during all phases in order to ensure that all deliverables are satisfactorily met. The principal ~~must~~should have at least five (5) years of experience in transportation or equipment/fleet management.
 - **Equipment Management Administrator:** The Equipment Management Administrator's primary duty shall be to review all units of DOTD equipment and to determine when such equipment should be replaced based on an optimum replacement cycle that considers the cost as well as productivity and reliability. The Administrator shall study both the replacement cost and salvage value, along with operating, maintenance, and fuel cost at differing cycles and reliability. The Equipment Management Administrator ~~must~~should have at least five (5) years of experience in transportation or equipment/fleet management.

4. Attachment II, Price Proposal includes five work categories. Would a proposed team that contains more than five members be acceptable? Or team members with different experience than that listed in Section 3.1?

Response: It is possible for multiple people to be classified under each individual work category as long as the minimum experience levels are met for each work category.

5. Due to the holidays and vacation schedules, we would like to request a one-week extension to the proposal deadline.

**Response: Deadline for receipt of Proposals has been changed to:
January 12, 2015 @3:00 pm CST**

6. Question: Does the fleet mentioned on page 20 of the RFP under Section 2, Tasks and Services, refer to fleet vehicles, to fork lifts and carts, to road maintenance equipment, or to some combination thereof (i.e., "rolling stock")? Or does it refer to facilities equipment?

The fleet referred to would include all vehicles and equipment.