



Request for Proposals (RFP) 130  
Pre-bid Informational Meeting Notes  
February 19, 2015

**1. Q: Should consultants include a total cost or just a number of hours? And is proposal cost a factor in consultant selection?**

A: Yes, consultants should clearly indicate proposal cost. Cost makes up 20% of the consultant score.

**2. Q: What is the estimate of total project cost?**

A: CMAP does not typically provide project cost estimates in its RFPs. An average LTA project is about \$100,000, for point of comparison. For this project, consultants should recognize that it covers a large, multijurisdictional area and will be quite complex, and therefore can expect a higher level of effort than a plan for a single jurisdiction.

**3. Q: Can we find out what project cost is expected to be if we search CMAP's or DuPage County's website thoroughly enough?**

A: No; we have not published an estimated project cost in any form.

**4. Q: Do CMAP or DuPage County have internal methods for evaluating bicycle and pedestrian projects already?**

A: CMAP evaluates many bicycle and pedestrian projects through the CMAQ and TAP funding programs, and consultants are encouraged to review those scoring methods and incorporate elements of them. DuPage County does not have an internal scoring method, but consultants could investigate the methods used by the Northwest Municipal Conference or the DuPage Mayors and Managers Conference for STP programming.

**5. Q: Is there a list of municipalities and other agencies that will be involved?**

A: Yes, expected oversight committee members are on page 3 of the RFP.

**6. Q: Has DuPage County talked to local communities about their priorities?**

A: Yes, and local interest in improving bicycle and pedestrian conditions helped to spur this LTA project. Consultants will be expected to identify local priorities through the plan development process.

**7. Q: To what degree should the consultants come up with a large wish list of projects versus a set of clear priorities?**

A: Consultants can start broad, but the plan should end up identifying the highest priority and most attainable projects. We are looking for a rational way to rank and rate projects that leads to shared priorities in the study area.

**8. Q: How old is DuPage County's bike plan?**

A: It was adopted in 2008.

**9. Q: How location-specific should the final product be?**

A: This is a plan, rather than a series of specific designs. The process will not include Phase 1 engineering of any facilities, which would need to be a later step in project development.

**10. Q: Who will the CMAP project manager be?**

A: John O'Neal.

**11. Q: The RFP specifies at least 6 steering committee meetings. Could more be held if desired?**

A: Yes, the six meetings are a minimum and consultants can propose more, either as an option or as part of the base proposal.

**12. Q: It does not seem like an extensive on-the-ground outreach approach to the general public and individual businesses is expected. Is that accurate?**

A: Yes. Due to the size and scale of the study area, and the multijurisdictional nature of the project, we expect to work much more with municipal representatives, chambers of commerce, and similar groups. However, innovative use of online outreach methods might be able to gather input from the general public without an overly high use of resources.

**13. Q: Is there a goal for DBE/MBE/WBE participation?**

A: We do not have a quantitative goal.

**14. Q: What role will CMAP have in actually conducting the project or helping with public outreach?**

A: Not much. CMAP will administer the project and will provide our data as appropriate. Consultants are responsible for everything from meeting logistics to report preparation.

**15. Q: Will CMAP have a role in reviewing documents?**

A: Yes. CMAP and DuPage County will review materials before they are presented to the steering committee, and we have standard review times specified on page 5 of the RFP.

**16. Q: Are consultants limited to three project examples?**

A: No, consultants can provide as many project examples as they would like.

**17. Q: The Tollway and its consulting engineers are already working closely with communities in the corridor on bicycle and pedestrian accommodations immediately near to the EOWA. How this RFP relate to this ongoing work?**

A: This project is looking for complementary pieces and connections that extend a larger distance from the new facility. As noted earlier, this is a larger-scale planning exercise rather than a detailed design process.

**18. Q: Is there a perceived conflict of interest if firms have existing contracts with the Tollway?**

A: No.

**19. Q: What groups will be involved in consultant selection?**

A: CMAP and DuPage County will both be involved in consultant selection.

**20. Q: Most of the discussion at the pre-bid related to bicycle planning, rather than pedestrian planning. What type of effort is expected in regard to pedestrian planning?**

A: Because of the scope of the study, only major or particularly significant pedestrian facilities will be a focus. For example, we do not expect the contractors to identify and address sidewalk gaps across the study area. However, significant pedestrian facilities that make critical links to transit or other key destinations should be addressed.