

**RFP 17-01**  
**FMATS Transition Plan**  
**Pre-Proposal Questions and Answers**  
**March 13, 2017**

**1. Clarify the approved budget for this project.**

**Answer:** The budget for this project is \$25,000 - \$50,000.

**2. What is the deadline for questions regarding the RFP?**

**Answer:** March 13, 2017 at 11 am

**3. If you put together a team, is there a requirement that the prime consultant have a person with direct experience working with MPOs or does having them on the team qualify?**

**Answer:** Having them on the team would qualify.

**4. Is there any particular experience that the City is looking for in terms of working with FMATS or other entities?**

**Answer:** To clarify, FMATS is housed at the City but is an independent entity and answers to the Policy Board. FMATS, as an MPO, is a unique organization and understanding how an MPO works and the requirements that the MPO has to fulfill is going to be helpful. MPOs are typically not a non-profit (but can be) and are usually housed by someone or independent so having familiarity with how MPOs operate will be valuable.

**6. Insurance requirements for bringing on a subcontractor. Is the contractor responsible for finding all the information on the subcontractors. Do you need to make sure that your subcontractor has commercial liability insurance?**

**Answer:** Workers' Compensation and Employers' Liability Insurance as required by any applicable law or regulation. Employers' liability insurance shall be in the amount no less than \$500,000 for each accident for bodily injury, \$500,000 policy limit for bodily injury by disease and \$500,000 each employee for bodily injury by disease. The Contractor is responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's Harbor Workers' Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.

**7. The proposal is supposed to consist of three pages. Are resumes, references and examples to be included and considered as appendix pages of the RFP?**

**Answer:** FMATS wants three pages in the proposal response which will include everything. Resumes are not requested.

**8. Could you provide a little bit of background as to why the study has been commissioned? Was it because it has been ten years since the last study or is there a specific reason?**

**Answer:** There was an organizational study done in 2007. Based on that study, this FMATS office was formed. FMATS has looked at organizations that were similar and came up with the structure. We have discussed doing a study for the last couple of years because the structure was not working as well as it should, and given the high cost of health insurance, it is really not sustainable. FMATS has the freedom to move and have someone else pay us, or to become a 501 3(c) and stay here and have someone else pay us. The rules dictate how FMATS operates and the City currently provides grant support, contracting support, and personnel services. FMATS is currently in a union and don't necessarily have to stay in that union. The Executive Director is looking at resigning and wants to make the position attractive to someone coming in to take her place and it would be best to do that under a new structure rather than the existing structure. We also want to set up a transition plan so that if and when other employees choose to leave, we can be under the new structure and facilitate a smooth transition.

**9. What is the payment plan? Does the contractor propose it or is the City handling the contract?**

**Answer:** It depends on what the contract states. The consultant should provide a lump sum cost in the proposal and when finalizing the contract, the lump sum amount should be broken out by task to facilitate monthly payments.

**10. Do you have other examples of organizational structures that you particularly liked?**

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**Answer:** No. FMATS is a member of AMPO and familiar with some of them, but every MPO is structured differently. We like the way we are currently structured and like being located where we are housed, but the benefits and inordinately high health insurance cost are the real issues. Nothing in the FMATS Operating Agreement or Coordinators Office Agreement directs us to be members of the IBEW Union and there is no “opt out” option for the health benefits plan, the union dues are high, and we do not feel like we are being well represented.

**11. How many staff are covered under the Union?**

**Answer:** Three staff members are currently covered under the union. FMATS is looking for alternative ways to get pay and benefits.

**12. Are there other issues that you want to look at other than the Healthcare benefits?**

**Answer:** We want to look at the goals and mission of the MPO to make sure that we are focused on the tasks that we are required to do.

**13. Has there been feedback from the Technical Committee or Policy Board that they don't feel like your activities are aligned?**

**Answer:** No.

**14. When does the recruitment policy need to be in place?**

**Answer:** The Executive Director expects to leave in November 2017 and the Policy Board is interested in having her train a new Executive Director.

**15. Can there be a joint meeting of the Technical Committee and Policy Board to review things in tandem so that could be expedited in the six-month time frame?**

**Answer:** Yes. FMATS currently has a budget for FFY17-18 and operates on the Federal Fiscal Year. The FMATS' Budget has to be approved by September 30, 2017 for FFY18. The UPWP covers FY17-18 and if the budget changes, the UPWP will be amended accordingly.

**16. Any other counsel on things you think we need to review?**

**Answer:** Review of the following would provide helpful information and insight:

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| *Coordinators Office Agreement        | *Bylaws                           |
| *Operating Agreement                  | *Metropolitan Transportation Plan |
| *Unified Planning Work Program (UPWP) | *Air Quality Conformity           |
| *Public Participation Plan            | *23 CFR 450                       |

**17. Is there a thought as to the interaction between the MPO and the Contractor and are there internal deadlines for the deliverables? Would you want to develop a timeline?**

**Answer:** During the finalization of the contract documents, the consultant will need to finalize the scope and provide a schedule and budget, by task. The Executive Director expects to be very involved in the process, except for month of April when she will be out of the office. Ms. Stevens will be available during that time to answer any questions.

**18. Are there FAST Act Competitive grants that your MPO intends to pursue, or are there other applicants that end up applying for that?**

**Answer:** FMATS is not eligible to apply for any freight grants as a small MPO. FMATS applied for a TIGER Grant in the past but does not foresee applying this year, if TIGER grants are available.

**19. Have you looked at the Advance Transportation and Congestion Management Act grants?**

**Answer:** No.

**20. Task 5 and 8 both mention an implementation plan. Are there multiple plans?**

**Answer.** No. Task 8 clarifies the process for approval of the plan.