

**Washington State Joint Transportation Committee**  
**STUDY OF PRIORITIZATION OF PROMINENT ROAD-RAIL CONFLICTS IN**  
**WASHINGTON STATE**

**February 19, 2016**

The following questions were asked by potential bidders submitting letters of intent to bid, concerning the Joint Transportation Committee's RFP for a Study of Prioritization of Prominent Road-Rail Conflicts in Washington State.

1. **Regarding RFP page 5, Task 1 "Database of Road-Rail Conflicts," does JTC have a required or preferred Database platform (i.e. Oracle, Access, FoxPro, etc.) for the selected consultant to use when developing the central database of statewide information on road-rail conflicts?**

RESPONSE: No. However, the Joint Transportation Committee expects that the chosen database platform will allow information to be publicly available and can reasonably be expected to be maintained by a public organization.

2. **Regarding RFP page 12, Section VII "Helpful Resources," in the "Notes on data sources," JTC mentions various data sources, including the WUTC's grade crossing inventory, which includes many data elements for thousands of at-grade rail crossings. Is the project's Database of Road-Rail Conflicts" required to be developed from the WUTC's grade crossing inventory using its existing format/platform, or is it expected that the Database of Road-Rail Conflicts will be a new product?**

RESPONSE: The project's database may use, but does not have to use, the same format/platform as the WUTC's grade crossing inventory.

3. **Regarding RFP page 12, Section VII "Helpful Resources," will the selected consultant be able to incorporate the data described in the "Notes on data sources" into the Database of Road-Rail Conflicts, as appropriate?**

RESPONSE: Yes.

4. **Regarding RFP page 17, Section XI "Estimated Schedule," will JTC consider a proposed project schedule that produces the draft Final Report and Final Report prior to the dates shown in the RFP? If so, is there a "no earlier than" date for completing/submitting the draft Final Report and Final Report?**

RESPONSE: The project schedule shown on page 17 is the schedule the JTC prefers. Due dates may be modified as approved by the JTC Project Manager.

There is not a “no earlier than” date for submitting draft and final reports. However, it is expected that the study schedule will allow time for sufficient consultation meetings with the Advisory Panel.

Please note that Task 5 on page 9 calls for the final report draft to be submitted to the JTC Project Manager and staff work group by November 10, 2016, for comments and suggestions. The successful consultant is also required to work with the JTC Project Manager during review of the draft report, incorporating any needed changes to the report.

5. **The RFP references both a sample contract and the general terms and conditions. However only the general terms and conditions are attached to the RFP. Is the sample contract going to be made available?**

RESPONSE: The reference to the sample contract is in error.

6. **Is it possible to include another subconsultant on the team even though we already submitted our Letter of Intent? Or would we need to submit an updated letter of intent by end of today? In other words, can we modify our team after today, but before the proposal is due, if needed?**

RESPONSE: Yes, the team may be modified. There is no need for the lead company to submit a new letter of intent if the team is re-configured.

7. **On page 14, IX. Instruction to Bidders, A. Submission of Proposal, Item 2, it indicates nine (9) copies of the proposal. On page 15, C. Proposal Format, it indicates seven (7) copies of the proposal. How many copies of the proposal shall be submitted?**

RESPONSE: Nine copies.

8. **On page 14, IX. Instruction to Bidders, A. Submission of Proposal, item 3, it indicates “Bidders must include one paper copy of two samples of previous work similar to this type of project and the internet link to these samples or an electronic copy on CD”. Please clarify what is required. Do you want two final reports similar to this project printed (or on a CD) and included in an Appendix to the proposal response?**

RESPONSE: With the proposal submission, bidders must include two samples of previous work similar to this type of project. For each work sample, both paper and electronic copies must be provided. The type of electronic media may include a CD or an internet link to the full report.