

The following questions were asked by potential bidders submitting letters of intent to bid, concerning the Joint Transportation Committee's (JTC) RFP for the Washington State Air Cargo Movement Study.

1. Are individual airport air cargo studies acceptable to provide as similar work for the references and the work samples required by the RFP?

RESPONSE: Yes.

2. Is the Consultant Project Manager required to be on the staff of the prime firm submitting, or can he/she be from a teaming partner's firm?

RESPONSE: Nothing in the RFP (including the general terms and conditions) requires that the project manager is on the staff of the prime firm.

3. As the nature of air cargo study reports are lengthy (in excess of 700 pages, in some cases), is it acceptable to provide only electronic versions, instead of paper copy AND electronic?

RESPONSE: Yes.

4. Section X Part C (Proposal Format) states that the Technical Approach is limited to 10 pages, not including resumes, qualifications, work samples, letter of submittal, or signed Certifications & Assurances form. Please confirm that the bidder information attachment, and the remaining 3 tabbed sections (Management Approach, Cost Approach, References) are also excluded from the 10-page limitation.

RESPONSE: You are correct. The bidder information attachment and descriptions of the management approach, cost approach, and references are NOT included in the 10-page limitation.

5. Section V (Qualifications) states that JTC will examine bidder for responsibility, including insurance coverage. Are we to provide proof of insurance with our proposal, or after being selected or oral interviews?

RESPONSE: After being selected.

6. Section X Part C.5 (References) states to “Include three references with whom your firm and the proposed Consultant Project Manager has done similar work.” Are we to infer that the Consultant PM is to have worked with all three of the included references? Is it sufficient that the consultant PM has worked with at least one of the references? Or, are you seeking three references for the firm and three potentially separate references for the Consultant PM.

RESPONSE: We are seeking references from clients for whom the Consultant PM and other staff identified in the proposal have completed work. The references do not have to be for work performed by the consulting team as a whole. The Consultant PM does not have to have worked with all three references.

7. Section II (Tasks to be Completed in the Study) states “Consultants are encouraged to recommend additions and/or alternatives to better accomplish the study’s tasks.” Is JTC looking for recommended additions and/or alternatives to be included as part of the proposal? Will inclusion, or lack of recommendations in the proposal be considered during the evaluation of proposals?

RESPONSE: The JTC recognizes that the proposing firms are experts in the subject area of the study and may have suggestions for better accomplishing the study’s tasks.

Additions or alternatives to the study’s tasks may be included at the proposers’ discretion. Every aspect of the proposal is considered during the evaluation of the proposal.

8. Section X.A (Submission of Proposal) states that “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.”

a. Due to the proprietary or classified nature of similar work, is it acceptable to provide detailed project summaries or outlines of reports, as an acceptable alternative.

RESPONSE: We read the samples to evaluate the relevance of previous work as well as the writing style/readability. If the summary or outline allows us to evaluate both relevance and readability, they are acceptable alternatives.

b. Would you accept similar work performed by a current member of the firm that was not performed by the bidding firm (consultant was an independent consultant, worked for another firm, etc. at time of performance)? Or, does the work have to have been performed by the bidding firm?

RESPONSE: We do accept work samples from a current member of the firm written while working at a previous firm. The work does not have to have been performed by the bidding firm.

c. Does the similar work have to be for air cargo movement, or is a similar study for a different mode (i.e., Rail, Trucking, Maritime) or domain (e.g., manufacturing, or staffing capacity/balancing/optimization) acceptable?

RESPONSE: Work describing other modes or domains is acceptable.

9. Does the Washington State Department of Transportation (WSDOT) or other Washington State entity currently possess, or have ready access to the relevant capacity and flow data by airport, to support this study? Or, is the collection and/or acquisition of these data from individual entities and/or outside sources to be included in the study's work plan? Will you please provide a summary, or sample copy of relevant data, in addition to that which was provided in Section VIII Helpful Resources.

RESPONSE: According to WSDOT's consultant for the draft Aviation System Plan, there is limited capacity information in WSDOT Aviation Airport Information System (AIS) database. No capacity calculations were completed as part of the WASP study. Qualitative assessments were completed for cargo capacity as part of the WASP and is summarized in the WASP draft report. No flow data is available in the WSDOT Aviation AIS database. The WASP study used available data for SeaTac Airport based on information provided by the Port of Seattle. The WASP study used available data for Spokane international based on information provided by the Spokane Airport. The WASP study used information from the Department of Transportation (DOT) T-100 data for cargo data for the King County International Airport. The WASP forecasts contain information for cargo demand by airport.

To the extent needed to achieve the study's goals as stated in tasks 1 – 4, the collection of additional needed data should be included in the study's work plan.

Please note that the latest Sea-Tac data being used in the update of their master plan is not yet available.

10. Does the Washington State Department of Transportation (WSDOT) or other Washington State entity currently possess, or have ready access to any models and/or modeling results relevant to the area of study in this solicitation. If so, will you please provide a summary, or sample copy of relevant models and/or, in addition to that which was provided in Section VIII Helpful Resources.

RESPONSE: No models or modeling results were completed for air cargo elements as part of the WASP.

11. Will the consultant be expected to take into account prioritization of cargoes (by type, carrier, etc.) in the context of both assessing the system and evaluating existing/future capacity?

RESPONSE: To the extent needed to achieve the study's goals as stated in tasks 1 – 4, and to the extent practical, the JTC is interested in understanding the role played by cargo prioritization in accommodating current and future capacity.

- 12. Page 11 of the RFP, #2 under Proposal Format, indicates that the Technical Approach shall not exceed 10 pages; however there is no page limit indicated for the following sections: page limit for the Management Approach (#3), Cost Approach (#4) and References (#5). Please confirm that the only section that is page limited is the Technical Approach. If other sections have page limits, please let us know what they are.**

RESPONSE: The other sections do not have page limits.

- 13. The November 7, 2016 Aviation Capacity and Air Freight meeting notes reference several PowerPoint presentations. Could these be made available to proposers?**

RESPONSE: Two presentations are available from that meeting, and are attached to this email.

- 14. Task 5 of the scope indicate that there will be several meetings of the Stakeholder Panel and that a staff workgroup meeting will be held in advance of each Stakeholder Panel meeting. For budget purposes, can we assume that at least some of the Stakeholder Panel and Staff Workgroup meetings to be held within a day or two of each other?**

RESPONSE: The Staff Workgroup meetings are held about a week before the Stakeholder Panel meetings. This gives the Consultant sufficient time to follow up on suggestions and new information provided by the Staff Workgroup, in order to prepare for the Stakeholder Panel meeting.