

NEVADA DEPARTMENT OF TRANSPORTATION
SUPPLEMENTAL NOTICE NO. 2 to RFP NO.023-12-052

Reference is made to the Request for Proposal to Service Providers for Statewide Disparity Study upon which proposals will be received until **4:00 P.M., on Wednesday, February 22, 2012.**

Following are questions received and the NDOT responses regarding the above referenced RFP:

1. QUESTION: Is there a minimum size font?

1. ANSWER: Minimum font size 10.

2. QUESTION: Do resumes count toward the page limit?

2. ANSWER: No, resumes do not count towards the page limit.

3. QUESTION: Do appendices count toward the page limit?

3. ANSWER: No, appendices do not count towards the page limit.

4. QUESTION: Can exhibits be single-spaced (e.g., organizational chart)?

4. ANSWER: Yes.

5. QUESTION: The Statement of Qualification Form for Non-Engineering Consultants requests the following in question #12: "By category, give the number of projects your firm is working on / has worked..." Does this mean all projects conducted by the firm or disparity-related only?

5. ANSWER: Disparity related only.

6. QUESTION: Will you please provide the amount paid for the previous disparity study completed in 2007?

6. ANSWER: \$426,670.00

7. QUESTION: Which procurement categories are being tracked in the data and which of them will be included in the study?

7. ANSWER: Please refer to the answer for question 20. Also includes Stewardship (or Local Public Agency) contracts.

8. QUESTION: Under Analysis of DBE Utilization it states, "The Consultant shall also consult with the Department to identify stewardship contracts that involve federal funds but are let by governments." Please define "stewardship contracts."

8. ANSWER: Stewardship contracts, also known as Local Public Agency (LPA) contracts, are agreements entered into between another state entity and the Department to complete federal-aid highway and construction projects within the organizations' jurisdiction.

9. QUESTION: What is the physical location of the data relevant for the study? For example, is the data centrally located or does each department house and maintain their own independent data. If housed separately, please identify any Mainframe or Database Systems utilized for data entry.

9. ANSWER: The majority of the data to be analyzed is centrally located at the Department's Headquarters location at 1263 South Stewart Street, Carson City, NV. The three most common used systems used for data entry are the Integrated Financial System: Advantage, an in-house Oracle based DBE tracking system called DBE Tracks, and a web-based certified payroll tracking system: LCPtracker.

10. QUESTION: Please explain in what file format NDOT is maintaining their prime and sub vendor data, prime and sub contractors' data, prime and sub bidders' data, and any certification, purchase orders, or payment data that occurred during the study period. Can the data be provided in a format (i.e., Excel, Access, flat text) that can be easily imported into a database?

10. ANSWER: All data can be provided in either Excel or Access.

11. QUESTION: If subcontractor/subconsultant data is being tracked, are subcontract data on minority-, nonminority-, non-certified, and nonminority women-owned firms tracked and maintained? Is the race/ethnicity/gender classification of these firms being tracked? Are awards made to subcontractors/subconsultants maintained? Are payments made to subcontractors/subconsultants maintained? Can the subcontract be linked or matched back to the prime contract using a unique identifier (e.g., contract number)?

11. ANSWER: Subcontract data is tracked and maintained through DBE Tracks. Yes, classification of DBE firms and awards to subcontractors are tracked. Yes, payments to subcontractors is tracked manually. Yes, subcontracts can be linked/matched to the prime contract using the contract number through DBE Tracks. Data relating to subconsultants can be obtained manually.

12. QUESTION: In the prime contract data, is there information that indicates those projects with and without goals and the perspective goal percentages?

12. ANSWER: Yes.

13. QUESTION: For clarification, will each of the department districts included in the study, have a separate analysis in a combined final report, or will each department district require a separate report?

13. ANSWER: Each of the Department's three Districts will have a separate analysis in a combined final report.

14. QUESTION: The RFP states the Consultant shall meet with 30 to 40 business owners in 2-hour, in-depth interviews. These interviews will be supplemented by meetings with trade associations, business chambers, banks, bonding companies, small business assistance providers, and other business groups. Can this be completed in the form of focus groups, or can this task be accomplished by personal interviews as well?

14. ANSWER: Consultant's wishing to propose on the RFP should consider the most effective/efficient means for conducting the interviews.

15. QUESTION: We do not have a Nevada office. We are headquartered in Boston and has a number of additional offices, including one in Oakland. Should we respond to Questions 6, 7(b) and 11(a) on the Statement of Qualification Form that pertain to a "local office"?

15. ANSWER: No. It is not necessary to answer those questions if you do not have a local office.

16. QUESTION: Similarly, should our response to Question 15 on the Statement of Qualification form pertain to (a) the proposed project team, or (b) should we leave this blank because we do not have an office in Nevada?

16. ANSWER: Question 15 does pertain to the proposed project team. You will want to answer that question with the members of your staff that will be working in this discipline at your firm.

17. QUESTION: As indicated on the top of the Statement of Qualification form, we would like to submit additional information such as resumes and a letter of interest as part of the Statement of Qualifications. Will these additional materials count against the page limit for the proposal?

17. ANSWER: No, they will not count against the page limit.

18. QUESTION: We understand that in order to be awarded the contract the selected bidder must be licensed to do business in the State of Nevada. The third paragraph in Section III indicates that "...at the time of submittal, its willingness to adhere to this requirement by providing a copy of its State of Nevada Business License, a copy of its application to the Secretary of State or a copy of the entity's status..." would satisfy this requirement during the application process. However, the next paragraph indicates that "A proposer must satisfy this requirement (holding an active, valid Nevada State Business License) before submission of a Proposal." Please clarify whether a Proposer having an application in process at the time of submittal will satisfy this requirement.

18. ANSWER: An application in process will satisfy the requirement.

19. QUESTION: On page 5 of the RFP, under Section VII – Scope of Services, a), the proposer is tasked with answering whether "there is evidence of discrimination against minority-and women-owned firms in the Nevada highway construction industry (and related design fields)..." Does this mean that the industries to be studied are Construction and Architecture and Engineering services related to highway construction, or just Highway Construction?

19. ANSWER: Construction, Architecture and Engineering services related to highway construction are included in the study.

20. QUESTION: On page 10 of the RFP, under 2. Project Team, a), the RFP asks for resumes. Are these resumes part of the 20 page limit?

20. ANSWER: No, resumes do not count towards the page limit.

SUSAN MARTINOVICH, P.E., DIRECTOR
Nevada Department of Transportation
1263 South Stewart Street
Carson City, Nevada 89712