



METRO REGIONAL TRANSIT AUTHORITY

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A D D E N D U M I

Transit-Oriented Development Feasibility Study

RFP # 2020-17

January 6, 2021

TO: Potential bidders
FROM: Dana L. Gibitz-Manager of Procurement

1. Does the Metro Regional Transit Authority already have any of the targeted 3-5 sites in mind to perform the Due Diligence/Condition Reports?

METRO and the City of Akron will lean on the expertise of the consultant team to help identify the right sites to explore.

2. Is it thought that these sites are single parcels or could they contain multiple parcels in one area?

Development sites may contain multiple parcels.

3. Are the 3-5 potential sites only to be publicly-owned controlled land parcels?

Ideally, the properties will be publicly-owned. The intent is to spark development on lands that are underutilized and can provide the best benefit for our community.

4. If privately owned land parcels are to be investigated, will METRO obtain the access rights from those owners for the property assessments and survey work?

If privately-owned properties are deemed the most beneficial sites to investigate, METRO will work with property owners to gain access rights for assessments and surveys.

5. Is it expected for the Property Boundary Surveys to be full ALTA surveys or just the boundary of the parcels?

Full ALTA surveys would be expected where necessary.

6. What is the expected level of detail for the Preliminary Site Development Plan?

We expect that a preliminary site development plan would be at the conceptual level and provide enough information to create high-level cost estimates.

7. Does METRO have an internal anticipated schedule for the deliverables and completion of the TOD?

We are not driven by a particular deadline, but are looking for the consultant team to present us with an achievable schedule that keeps partners engaged and fuels momentum.

8. Does METRO have a budget for the selected consultant to conduct the scope of work?

A specific budget is not being provided as a part of this RFP. METRO wishes to evaluate the proposals for merit and overall cost benefit.

9. Does METRO expect that a certain percentage of the project budget will be allocated to DBE contractors?

The goal for this project is 10% DBE participation.

10. Does the City of Akron / Summit County have any quantified goals in terms of value generation from a TOD plan?

We hope that the consultant will help guide this discussion and help us establish an appropriate goal.

11. In lieu of hard copies, may we submit only a digital copy?

Hard copies are required.

12. Can you please clarify if original signatures are required or if we can use electronic signatures?

Unfortunately, electronic signature is not an option. Original signatures are required.

13. Can you please clarify if the proposal sections should be those listed on page 5 or those listed on page 39?

Please use this as your proposal section guide:

(A) Firm Qualifications and History

1. Introductory Letter
2. Related experience
3. Team makeup, including resumes and specific project history

(B) Technical and Cost Proposal, and

1. Overall approach to METRO's proposed planning project
2. Expected project timeline and delivery milestones
3. Required documents including Cost Proposal form

(C) Three References

Note that the required documents, cost proposal form and references do not count toward overall page total.

14. The RFP does not appear to specify a DBE Goal beyond making a good faith effort. Can you please confirm no specific DBE Goal is required for this project?

METRO wishes to see the proposers striving to engage DBE's as a part of this proposed study. The goal for this proposal is 10% participation.

15. Who do we deliver to/send to their attention?

Dana Gibitz
METRO RTA/Shipping & Receiving
416 Kenmore Boulevard
Akron, Ohio 44301

Attention: RFP 2020-17

16. Will the 3 to 5 development sites be confirmed prior to project kick-off? If already known can their approximate sizes be shared?

METRO is looking for the consultant firm to help narrow down possibilities and provide direction for the 3-5 best sites to evaluate.

17. For pricing purposes, how many development sites should be assumed?

Maximum of five.

18. What is the consultant's role in the proposed Open Houses? Is METRO or the City hosting and advertising these events or is facilitation of the event the responsibility of the consultant?

The consultant should expect to be fully responsible for the open houses, materials and presentation with METRO and City staff as support only.

19. Do tabs/dividers and table of contents count towards the 50-page limit?

No, these pages do not count toward the 50-page limit.

20. Is the successful consultant precluded from follow on work related to the development sites studied?

If sites are determined for development, and the METRO Board of Trustees approves moving forward with a project, a competitive process will determine a consultant team for the design and construction work. A consultant team will not be precluded from bidding for the next level of work, but FTA procurement guidelines will be followed.

21. Can you clarify the level of detail expected regarding the Property Boundary Survey in Scope of Work (A)(3)?

If deemed necessary, METRO would expect an ALTA survey.

22. Section 6. Instruction for Proposal Preparation requests “three (3) distinct forms of response” – are these to be bound in three separate volumes in the submittal or as parts of one larger complete document?

All three items can be included together in one bound document. A more detailed description of the proposal outline is as follows:

A) Firm Qualifications and History

1. Introductory Letter
2. Related experience
3. Team makeup, including resumes and specific project history

B.) Technical and Cost Proposal, and

1. Overall approach to METRO’s proposed planning project
2. Expected project timeline and delivery milestones
3. Required documents including Cost Proposal form

C.) Three References

Note that the required documents, cost proposal form and references do not count toward overall page total.

23. Is there a budget set aside for this study?

A specific cost is not being provided as a part of this RFP. METRO wishes to evaluate the proposals for merit and overall cost benefit.

24. Will responses to questions be emailed individually to the senders or publicly posted?

A full addendum with the responses to all questions received prior to the deadline will be published for all proposers to review.

25. When do you expect to provide answers to questions you receive?

We will provide answers by January 7th.

26. Is desktop GIS analysis sufficient for the property boundary survey, or is field work required?

The consultant team should plan for field work.

27. Will a full title search be necessary?

METRO will request that the consultant team determine need for title search where necessary.

28. Will a full FTA benefit cost analysis be necessary?

No. A full FTA BCA is not necessary for this particular feasibility study.

29. Will METRO identify the 3-5 sites for consideration, or will the consultant team be responsible for identifying 3-5 from a larger set of sites?

METRO will lean on the expertise of the consultant team to identify the 3-5 sites that have the right characteristics to support transit-oriented development.

30. Will METRO provide the consultant team with assumptions regarding future transit investments or operational changes?

Yes. For the benefit of all proposers, METRO's recently-adopted Strategic Plan is available at our website. METRO will also be initiating a Comprehensive Operational Analysis/Transit Development Plan in the spring of 2021. The TOD feasibility should be informed by what is envisioned for METRO's future service development.

31. The deliverables listed in the RFP seem focused on the engagement process, internal METRO analysis, and support for funding applications. Is a public-facing final report anticipated as a product of this work?

A final report will be presented to METRO's Board of Trustees, which means it will be made part of the public record. This report should be created anticipating that it will be available to the public.

32. If a proposed prime consultant does not current have a certification to do business in the State of Ohio, is it acceptable to obtain and provide the certification after award of the contract?

Businesses are required to be certified to do business in the State of Ohio *prior* to submitting a proposal.