

# Airport Land Use Compatibility Plan Update Request for Proposals

## Questions and Answers Received as of 1/25/17

This page will be updated as questions are received.

1. Can you please send us a copy of FCOG's standard contract for review?  
The sample contract will be posted to the Fresno COG website at this link:  
<http://www.fresnocog.org/sites/default/files/publications/ALUC/CONTRACTTMP.pdf>
2. What is your DBE goal?  
It is 14.38%, but it that is not the individual contract goal. That number is overall.
3. On page 10 of the RFP it states that "The proposer should be prepared to provide supporting documentation ... to validate overhead rates." Is this a request to include that documentation in the Proposal or are you simply informing us that we must have that information on hand should you request it later?  
You should not provide any supporting documentation within your initial proposal. This statement is considered a notification that you may be requested to provide a methodology to validate your overhead rates, should our auditor request it at a later date.
4. What is the makeup of the Project (Program) Development Team and what is their role in the project?  
The Project Development Team or (PDT) is comprised of Fresno COG staff, Airport Management staff and representatives from the Fresno County Airport Land Use Commission.
5. Will FCOG coordinate with the County and local municipalities to provide the contractor with GIS data at no cost, or should we count on paying for that information?  
There is a possibility that Fresno COG's modeling staff could provide the contractor with GIS data at no cost. That needs to be discussed, and would be negotiated at a later date. If confirmation is received that Fresno COG's staff is able to provide the data and assistance free of charge, this response will be updated.
6. Are you expecting the ALUCP contractor to prepare airfield mapping and airspace mapping and undertake noise modeling for the airports that do not have those things?  
No. It is our understanding that those items are expensive, and many of the airports have current mapping and noise modeling readily available. We request that you include in your proposal a list of what you can complete with the funds available, and what additional work you would recommend we pursue additional funding to complete in the future.
7. Do you have any minimum expectations for public outreach?  
We assume a public hearing/notice is required, but don't foresee any other outreach required other than what Fresno COG can do in-house. Fresno COG will confirm and update this response.
8. RFP Page 5, under "Fresno COG NOTICES", indicates that a contact person is identified on "page 19 of this RFP", but that particular page is Attachment C, "Budget and Cost Schedule Template". Would you confirm that the contact person (you!) is identified on page 16 instead? We just want to be sure we're asking the right person any questions we have.  
Our apologies—that is a typographical error. Your assumptions are correct, the person identified as the contact on page 16 is the correct contact.
9. RFP Page 8, Item III. A – "Transmittal Letter," directs that the letter include a statement of the length of the offer and certain contact information that is to be included. This appears to be in direct conflict with the same set of directions that is included on RFP Page 13, Item III. K. –

“Signing of Proposal/Authorization to Negotiate.” So as not to include duplicative information, may we include this information only in our Transmittal Letter (as directed on page 8), and not in a separate section, as appears to be required by Section K?

[Yes, that would be fine.](#)

10. RFP Page 9, Item E. – “Management Approach,” second paragraph, line 2, indicates that resumes should be included in an appendix. This appears to be in conflict with the instructions given on Page 13, Item J. – “Summary of Qualifications,” which calls for a summary of the bidder’s qualifications, as well as resumes of assigned staff. So as not to include duplicative information, may we include our resumes only once in an appendix, and not again in an additional section, as appears to be required by Section J?

[You may include one set of resumes per your preferred location--in the proposal or appendix.](#)

11. Page 13, Item L. – “Attachments” requires that we include Attachment A: Title VI Assurance in our proposal. Would you please clarify what action we are to take with Attachment A, as the text doesn’t seem to indicate a signature is required or what action is required by the Bidder?

[You just need to include Attachment A’s language within your proposal.](#)

12. Page 14, Attachment B: DBE Participation: a) is this form available electronically to make it easier to complete? B) if this form is not available electronically, may we recreate the form ourselves to make it easier to complete? c) would you prefer we include this form and the supporting documentation that is required for it in our Section H on DBE Certification, or would you prefer instead that this form and its supporting documentation be located in Section L. “Attachments”?

[We will forward a Microsoft Word version of the form to any bidder who requests it. You may also reproduce the form as long as it looks the same as the form included within the Request for Proposals.](#)

13. Page 14, Attachment C: Budget and Cost Schedule Template: a) is this form available electronically to make it easier to complete? B) if this form is not available electronically, may we recreate the form ourselves to make it easier to complete? c) would you prefer we include this form our Section F on “Budget and Billing Format”, or would you prefer instead that this form be located in Section L. “Attachments”?

[This form is available via Microsoft Word, but it is meant to serve as an example of the information we would like each firm to include. You may submit the information in a different form format if preferred.](#)

14. Page 14, Section IV. C – “Submission of Proposal/Period of Acceptance”, looks like it is in direct conflict with the information indicated on Page 8, Item III – “Proposal Requirements”, second paragraph, first line. Would you confirm that the information shown on Page 8 is what we should follow?

[The corrected hybrid information is as follows:](#)

[One reproducible and nine copies of the proposal must be received at the Fresno Council of Governments by February 28, 2017 at 4:00 p.m. PST. Proposals not received by that date and time will not be considered.](#)