

Birmingham Parking Authority – Parking Strategic Plan RFQ

Addendum 1 - Response to Questions – 01/20/2023

The following document provides a summary response to questions posed by potential bidders for the subject RFQ. Responses to similar questions were grouped together. This response document will be posted on the Birmingham Parking Authority website and shared with those potential bidders who submitted questions.

1. With respect to preparing a proposed fee and project schedule, is there a preferred list of stakeholder agencies within the City of Birmingham which BPA prefers the proposer interact with during the extensive outreach effort?

Yes, we will provide a list of preferred stakeholder agencies. However, the list has not been finalized. We intend to work with the selected consultant to review the stakeholder list and identify the best medium to interact with them.

2. Approximately how many outreach meetings are you anticipating? Are these meetings expected to be virtual, in-person or a combination of both?

We estimate 8 – 10 meetings to last approximately 90 minutes each. Combination of both in-person and virtual are most likely to occur.

3. Does the BPA encourage multiple interactions with each agency? As an example, both pre- and post-recommendation? Pre-recommendation would suggest an information gathering session and post-recommendation would suggest a share of the consultant's proposed recommendations for community consent before presenting a final plan to BPA representatives.

The consultant should only prepare for pre-recommendation meetings. Our anticipation is that these meetings will be used as data/information gathering opportunities from the defined stakeholders and will influence the plan recommendations.

4. Does the BPA have a list of comparable cities they would prefer to use for comparison of Best Practice Recommendations?

We do not have a specific list and will work with the selected consultant to define the best available peers based on their experience with similar municipalities.

5. Do you have an anticipated project budget?

We have a general idea for a budget but are looking to the proposal process to verify those expectations. Your proposed budget will not be a deciding factor in the ultimate evaluation and selection, but we want to understand the value of each proposal and services offered.

6. Do you have an anticipated project schedule?

Ideally, once the NTP is issued, we expect this to be a 6-8 month project.

7. Would you consider extending the submission deadline by a week?

Not at this time.

8. For Section 2, Part 1 A, do consultants need to include an overview of each individual team member's qualifications or an overview of the firm's overall experience and qualifications?

We would prefer the responses to include qualifications for each critical team member (project manager and task leaders) rather than broad firm qualifications.

9. For Section 2, Part 1 B, does the BPA want to know the time commitment to this project for all team members or only for the project manager?

Providing estimated time commitments for the project manager and critical team members is acceptable.

10. The RFQ asks for a cost proposal to be broken down by task and subtask, but it is not clear from the description of the scope of work that there is currently such an organization. Are we asked to propose our own structure of tasks and subtasks along with our approach?

Yes, that is correct.

11. The RFQ encourages proposals to be as concise as possible, but is there a specific page limit?

No

12. Is there any information available to proponents on condition of garages? If not, would this information be made available to a selected team?

Yes, ongoing work related to the conditional assessment of the parking garages will be made available to the selected firm.