

ADDENDUM #1
REQUEST FOR QUALIFICATIONS
TRANSIT REORGANIZATION STUDY

Digital or electronic copies of the qualifications proposal and cost proposal will be accepted. No hard copies are required. The qualifications and cost proposals must be provided separately and not combined into one document. Electronic copies must be received by email or received in person or on a flash drive by the proposal deadline of 2:00 pm CDT on Friday, May 26, 2023. The following sections of the RFQ are herein revised to address submittal electronically:

XII. Submittal Information

Hard copies or digital/electronic copies of technical and/or cost proposals should be delivered by email, mail or provided in person to the contacts below:

Lori Van Beek	Julie Bommelman
Moorhead Transit Manager	Fargo Transit Director
Metro Transit Garage	Metro Transit Garage
650 23 rd St N	650 23 rd St N
Fargo ND, 58102	Fargo ND, 58102
LVanbeek@matbus.com	JBommelman@FargoND.gov

All proposals received by **2:00 pm CDT on Friday, May 26, 2023**, at the MATBUS office or emails listed above, will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit one (1) PDF copy of the qualifications proposal and one (1) PDF of the cost proposal. If sent by email, the qualifications and cost proposal must be sent in separate emails. The Cities will only open the cost proposal of the most qualified candidate per Section XIII.

Requests for clarification or modification of the RFQ should be submitted by **Friday, May 19, 2023**. The Cities reserve the right to decline a response to any question if, in the Cities assessment, the information cannot be obtained and shared with all potential firms in a timely manner. A summary of the requests for clarification or modification and responses will be posted on the MATBUS website by end of day on **Monday, May 22, 2023**.

Addenda

In the event it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the proposer to make an adequate interpretation of the provisions of this RFQ, a written addendum to the RFQ will be posted on our website

and notice provided to each prospective proposer by e-mail. Receipt of all addenda must be acknowledged by each prospective proposer as requested on Exhibit A, Cost Proposal Form. Oral instructions by Cities representatives are not binding.

All communications related to this RFQ will be posted on our website;
<http://matbus.com/doing-business/current-procurements>.

Cost and pricing information must be submitted in a separate, sealed and marked envelope or provided separately in electronic form.

XIII. Cost Proposal Requirements

- 1) **Sealed Cost Proposal.** All proposals must be clearly identified and marked with the appropriate project name, with a separately sealed cost proposal per the requirements of this RFQ. Cost proposals shall be based on an hourly “not to exceed” amount and shall follow the general format as provided within Exhibit A of this RFQ. The Cities may decide, in their sole discretion, to negotiate a price for the project after the selection committee completes its final ranking. Negotiation will begin with the firm identified as the most qualified per requirements of this RFQ, as determined in the evaluation/selection process. If the Cities are unable to negotiate a contract for services, negotiations will be terminated and negotiations will begin with the next most qualified firm. This process shall continue until a satisfactory contract has been negotiated. Digital or electronic copies of cost proposals will be accepted, but not opened unless the firm is selected as the most qualified.
- 2) **Annual Audit Information for Indirect Cost.** Firms proposing to do work for the Cities must have a current audit rate no older than fifteen (15) months from the close of the firm’s Fiscal Year. Documentation of this audit rate must be provided with the sealed cost proposal. Firms that do not meet this requirement will not qualify to propose or contract for the Cities project until the requirement is met. Firms that have submitted all the necessary information to the Cities and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the interview. **This document must be attached with the sealed cost proposal.**
- 3) **Disadvantaged Business Enterprise.** Pursuant to U.S. Department of Transportation policy and 49 CFR Part 26, the Cities support the participation of DBE/MBE businesses in the performance of contracts financed with federal funds under this RFQ. Consultants shall make an effort to involve DBE/MBE businesses in this project. If the firm is a DBE/MBE, a statement indicating that the business is certified DBE/MBE in North Dakota or Minnesota shall be included within the proposal. If the firm intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor’s certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the cost proposal. Respondents should substantiate (within proposal) efforts made to include DBE/MBE businesses.