

**REQUEST FOR LETTERS OF INTEREST FOR ON-CALL SURVEY SERVICES (2027)
CLARIFICATIONS**

Question:

Do the Contract and Grant Disclosure Certification Form EO-98-04 and the Certification of Adherence to Applicable State Laws count toward the suggested 30-page limit?

Response:

Yes. All submitted materials, including required forms, count toward the suggested 30-page limit.

Question:

Is the cover letter directed to Jessie Jones to include all the information in the bullet points that follow under submission instructions, or are those additional bullet points to be addressed in the SF 330 form?

Response:

All required information must be included within the submittal. The format and organization of the submittal are at the discretion of the submitting firm.

Question:

Will the scoring criteria listed in the chart below be applied more heavily to the cover letter or the SF 330 form information?

Response:

The scoring criteria will be applied to the submittal in its entirety. Individual components will not be evaluated separately.

Question:

Should key personnel resumes appear in the narrative response, or is SF 330 Section E the only place they need to be presented?

Response:

Key personnel shall be presented in SF 330 (Section E). The narrative should not duplicate resume information.

Question:

Please provide the referenced scope documents to ensure we are considering the correct information.

Response:

The General and Detailed Scope of Work has been posted to the Consultant Contracts webpage.

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Question:

Should the methodology response be tailored to the general and detailed scope of work?

Response:

Yes. The methodology must demonstrate an understanding of the General and Detailed Scope of Work.

Question:

Is it permissible to submit a Statement of Qualifications (SOQ) for ARDOT (formerly AHTD) surveying services if our firm does not utilize the ARDOT (formerly AHTD) Data File Requirements, or is compliance with those requirements mandatory for consideration?

Response:

Compliance with the ARDOT (formerly AHTD) Data File Requirements is required for consideration.

Question:

Will short-listed firms be awarded individual on-call contracts with access to task orders, or will there be a subsequent competitive step (e.g., a full RFP or best-and-final-offer stage) before contract award?

Response:

Short-listed firms will be invited to submit a detailed proposal prior to final selection.

Question:

Does ARDOT intend to award to a single firm or multiple firms under this solicitation? If multiple, is there a target number of awardees?

Response:

ARDOT intends to award contracts to multiple firms. The number of awards will be determined based on qualifications and the needs of the Department.

Question:

Once under contract, how will individual task orders be assigned — through a competitive rotation among awardees, a sole-source selection based on availability or expertise, or another method?

Response:

Task orders will be assigned based on project needs, firm qualifications, regional considerations, and availability. Task orders will not be assigned through a formal rotation or low-bid process.

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Question:

What should firms expect following the April 10 short-list notification? Will there be interviews, scope discussions, fee negotiations, or a formal RFP?

Response:

Following short-listing, firms may be contacted for interviews, discussions, or clarification prior to final selection and negotiation.

Question:

Is there an anticipated contract ceiling or maximum value per firm for the three-year term?

Response:

A specific contract ceiling has not been established. Work will be issued on an as-needed basis through task orders.

Question:

The SF330-21a form, Section F, requests example projects and notes: "Present as many projects as requested by the agency, or 10 projects if not specified." Are there a certain number of projects that should be presented?

Response:

Firms should include a sufficient number of relevant projects to demonstrate experience. Emphasis will be placed on relevance and quality rather than quantity.