

Planning, Design and Community Engagement Professional Services RFQ Questions and Answers

Updated 5/14/2012

Is the Town looking for a contract company or a single person to help with the tasks listed?

Given the number and complexity of the tasks and time frame for completion, we are seeking a contract with a firm or team of firms, not a single individual.

Have you already been working with a planning consultant during your grant application process? If so, who is that firm(s)?

No; the grant application was prepared and submitted by Town staff.

Do you have a list of regional preferred consultants for local insights?

No.

We realize you've reserved the right to divide up teams and reassemble, and that the selected planning team is likely to be comprised of multiple firms (urban design, transportation, economics, etc.). Is your preferred scenario to award the three phases to one planning team?

While we reserve the right to disaggregate teams, our preference would be to retain one team for all three phases of the project.

The grant was awarded for \$610,596. May we assume that goes predominately toward this RFQ?

Approximately 65% of the total grant award is currently budgeted for consulting services related to this RFQ. This does not include \$90,000 that was budgeted for an interactive website during the course of the grant.

Is there a section for minority firms?

The Town of Mansfield is proud to be an equal opportunity employer. The selected firm/team must be able to meet all town, state and federal affirmative action and equal employment opportunity practices and guidelines.

My firm is interested in submitting a response to the Mansfield RFQ. We are talking with potential planning partners and I wanted to confirm the hourly rate for the project that is referenced in the RFQ. As suggested in the RFQ, I looked at the rates listed at www.opm.gov. Am I correct in understanding that the hourly rate for consultants may not exceed \$64/hr?

We have requested further clarification on this limitation from HUD and will post the information when it becomes available. At this time, it is our understanding that the limitation on consultant payments

should be evaluated using the annual salary schedule for a GS 15, Step 10 of \$129,517. No individual consultant working on the project can have salary earned from this project in excess of that amount. In other words, a consultant working on this project can have an hourly billing rate of more than \$62.06/hour provided they are not working full time on the project, and therefore are not billing more than the maximum annual salary for a GS 15, Step 10.

Can you please let me know how you are looking at the project manager and consulting team for the project. Can a team apply to a single phase or do you want a project manager for the full project. Each phase and task has different responsibility section, how are you looking for the competing firms to answer these tasks.

No, a team cannot apply for a single phase; teams must apply for the entire project. The lead firm should appoint a project manager for the entire project, with phase/task leads identified as needed/appropriate.