



**OHIO TURNPIKE AND  
INFRASTRUCTURE COMMISSION**  
682 Prospect Street  
Berea, Ohio 44017

**REQUEST FOR LETTERS OF INTEREST IN  
CREATING A TOLL COLLECTION SYSTEM  
AND CUSTOMER SERVICE CENTER  
STRATEGIC PLAN**

LOI's due: **Extended to 5:00 P.M. (Eastern), March 30, 2016**

Issue Date to Shortlisted Consultants: **Extended to April 8, 2016**

Inquiry End Date: **Extended to 5:00 P.M. (Eastern), April 22, 2016**

Proposals from Shortlisted Consultants due:  
**Extended to 5:00 P.M. (Eastern), April 29, 2016**

**ATTENTION OF RESPONDENTS IS DIRECTED TO:**

**ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00PM ON MARCH 24, 2016**

**ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00PM ON MARCH 24, 2016**

**Q#1** I hope it is ok to ask you, but I have a question about the "drug free safety" requirement in the RFQ. If our company has a policy within our employee handbook guidelines, would that be sufficient for this requirement? If not, what other implementation of program is acceptable to the commission?

*A#1* If the Selected Consultant is not enrolled in a BWC program, it will be within the sole discretion of the Commission to determine whether the drug free workplace program that the Consultant has in place acceptably conforms to the minimum requirements of employee training and awareness, and pre-employment, post-accident and reasonable suspicion testing. See PART XII, Sect. D of the Draft RFP for more specific information.

**Q#2** The RFLOI requires that either the Project Manager or one or more of the Key Staff, have a Professional Engineers License within the state of Ohio. Based upon reading through the scope of services, it appears that the only place this type of license requirement may be needed, is with the optional Task 4. Please verify if this is what the Ohio Turnpike expected?

*A#2* The Commission anticipates that some engineering services will form a part of the Selected Consultant's strategic planning efforts, which - coupled with the prospect of the Task 4 Services - gives rise to the Commission's requirement that at least one key member of the respondent's staff have an Ohio P.E. license.

**Q#3** Based upon the latest Request for Qualifications issued by the Ohio Turnpike, the capped rates on page 39 of the document do not seem to fall in line with what specialty services are needed for this type of project. Will the Ohio Turnpike make compensations for these rates for this project, or are the rates to remain as is?

*A#3* The Billing Rate Caps for the Position classifications in the RFQ are oriented toward the Commission's more typical projects requiring engineering services. Because this project is readily distinguishable from those regular services, the Commission will consider a consultant's proposed labor classifications and billing rate caps that are uniquely applicable to this project.

**Q#4** Would both the Prime and Subconsultanting firms have to have the Drug Free Work Place Safety program?

*A#4* Yes. Both the prime and its subconsultants must observe and perform all requirements of the contract incorporating the terms of the RFP, inclusive of the drug free workplace safety program requirement.

**Q#5 Is it possible to get an extension on the due date for this Letter of Interest for “Toll Collection System” that is currently due at 5pm on 3/18/16?**

*A#5 Yes. The Commission has extended the deadlines as follows:*

*Letter of Interest Submission due March 30, 2016 at 5:00PM (Eastern)  
Issuance of Final RFP to Shortlisted Consultants anticipated on April 8, 2016  
Inquiry Deadline on April 22, 2016 at 5:00PM  
Proposals from Shortlisted Firms due April 29, 2016 at 5:00PM (Eastern)*

**Q#6 In reference to the content requirement “E” in the RFQ, since our firm does not have any experience with the Commission, can we submit 10 years of relevant experience with other public authorities?**

*A#6 If the responding consultant does not have any past experience working for the Commission, please provide ten years of relevant work experience with other entities or public authorities rather than five.*

**Q#7 The RFQ package is written specifically for engineering firms. Even Item 9 refers to “Miscellaneous Engineering/ Architectural/System Design Services”. None of the categories in the package pertain to the services we offer that are included in the Strategic Plan RFP. No mention of strategic, commercial, or financial services. My questions are: Can we submit a LOI response without having a completed RFQ package on file?**

*A#7 All consultants submitting an LOI must also submit (or already have on file) a Statement of Qualifications in response to the RFQ. If the responding consultant’s specific expertise does not precisely fit within one or more categories described in the RFQ, the consultant should complete its response to the RFQ in a manner that fits its particular services, and return its unique Statement of Qualifications concerning the services described in the Request for Letters of Interest with the executed attachments to the RFQ. Other than failing to submit a response to the RFQ at all, there is no formulaic response to the RFQ that will pre-qualify or disqualify the responding consultant from performing the services for the Commission.*

**Q#8 Is there an alternative RFQ package we can submit showing our strategic, commercial, and financial qualification for the toll industry?**

*A#8 There is no alternative RFQ package. Please see the response to Q#7 and submit a Statement of Qualifications to perform the particular services as they pertain to those described in the Request for Letters of Interest.*

**Q#9 If we are a subconsultant to another firm, do we need to have a completed RFQ package?**

*A#9 No. Those seeking to team as a subconsultant on the project do not need to submit an RFQ response. Only those seeking to propose to serve as the lead consultant need to submit a Statement of Qualifications in response to the RFQ.*

**Q#10 Are you planning on having Jacobs involved for the Traffic & Revenue work that may accompany this strategic plan work or should we be sure to have a firm on our team capable to address those subject areas?**

*A#10 Jacobs performs Traffic and Revenue analysis and forecasting for the Commission under a separate agreement for distinct purposes that are unrelated to the scope of the strategic planning services that the Commission is seeking to obtain through this process. The Commission will make any data or information derived from those services available as necessary to the Selected Consultant; however, the Commission is not using Jacobs' services under the separate agreement to provide support specific to this strategic planning project. The Selected Consultant is responsible for furnishing any traffic and revenue data analysis necessary to perform its strategic planning services beyond what the Commission has in its possession from Jacobs.*

**Q#11 The RFQ is geared for engineering firms. What about companies providing non-engineering services? Is there a different pre-qualification form? And what about sub-consultants to engineering firms? Must they be pre-qualified as well?**

*A#11 See the responses to Q#7, Q#8 and Q#9.*

**Q#12 Could you please provide a list of any MBE, DBE, or EDGE firms the Ohio Turnpike has worked with in the past few years with relevant services to this RFP?**

*A#12 The Commission's registry of certified firms and their respective services is available on its website at: <http://www.ohioturnpike.org/business/mbe-fbe>. The Commission also recognizes the certifications issued through the federal Uniform Certification Program and the Ohio Department of Administrative Services, which has a directory of DBEs on the website: <http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx>, MBEs identified in the database accessible from the website located here: <http://eodreporting.oit.ohio.gov/searchMBE.aspx> and EDGE firms identified on the following website: <http://eodreporting.oit.ohio.gov/searchEDGE.aspx>.*

*For further information, please see the discussion on "Availability" under the Commitment to Good Faith Efforts included with the Request for Letters of Interest, and contact the Commission's Office of Equity and Inclusion if you need additional assistance in identifying available certified firms.*

**Q#13 Does Ohio Turnpike have a consultant hourly rate structure for toll collection projects? If so, could you please provide the rates?**

A#13 *See the responses to Q#3, Q#7 and Q#8.*

**Q#14 If the rates shown below are to be utilized, can you confirm that these rates are fully burdened or raw rates?**

A#14 *The billing rate caps are fully burdened.*

**Q#15 In response to Q#3 in the attached, is it the intention that the Ohio Turnpike will still be using a max OH rate of 160%, versus allowing the specialty service firms the ability to propose something higher?**

A#15 *While the Commission will consider different labor classifications and compensation rates as stated in the responses to Q#3 and Q#7, the Commission will retain and enforce the 160% maximum overhead rate multiplier for the services performed on this project.*

**Q#16 On page two of the LOI request, it states at the bottom that the “cover page/letter and demonstration of good faith efforts” are excluded from the 10 page count. On page eight of the RFP, it states in the first sentence of the last paragraph that the LOI should not exceed ten pages “excluding title page and/or cover letter and demonstration of good faith efforts.” Could you please clarify if we can do a cover for our LOI and a cover letter and both are not counted towards the ten page limit or are we only allowed one, either a cover or a cover letter to not be counted towards the ten page limit?**

A#16 *The Commission will not count any cover page, cover letter and demonstration of good faith efforts towards the ten page limit.*

**Q#17 Regarding the Good Faith Estimate Form, if a proposing team includes a DBE, does this form have to be filled out and turned in with the proposal? If so, do all the sections need to be filled out?**

A#17 *To assess whether good faith efforts were adequately utilized, the Commission examines the opportunities presented for MBEs and DBEs to perform under the prospective contract, the availability of MBEs and DBEs to perform those opportunities, the efforts the exerted to pair the available MBEs and DBEs with the opportunities presented, and the commitments made with MBEs and DBEs to perform. Merely identifying the commitments achieved will not give a complete picture of the Good Faith Efforts. Commitments are dependent on the opportunities, availability and efforts. Without documenting those considerations, there is no context to assess the commitment or determine if it was the result of Good Faith Efforts.*