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2019-50 TRANSPORTATION MASTER PLAN RFQ
ADDENDUM # 1
DECEMBER 17, 2018

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We received the following question regarding the bid listed above:

Question #1: DBE Plan – On page 13, last paragraph, the RFP requires offerors to submit a DBE Participation Plan but no details about what level of information is required for this RFP. In a previous RFP, this was included as Appendix B.

Answer #1: Please utilize the sample DBE Participation Plan:

SAMPLE DBE PARTCIPATION PLAN

DBE SUBCONTRACTOR		PERCENTAGE OF CONTRACT
Subcontractor:		
Address:		
Certifying State:	DBE Certification #	
Subcontractor:		
Address:		
Certifying State:	DBE Certification #	
Subcontractor:		
Address:		
Certifying State:	DBE Certification #	

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Question #2: Proposal Document Organization – The RFP did not specify the components/sections of the proposal being sought by the reviewers.

Answer #2: The organization of the proposal should be:

PROPOSAL DOCUMENT ORGANIZATION

Proposals should demonstrate the Respondent’s qualifications to provide the scope of services, should be prepared simply and economically, and include the following arranged and identified by section. Please note that failure to submit all requirements may deem a proposal “nonresponsive.”

- a. **Title Page and Executive Summary** - Briefly describe the key elements of your proposal. Describe how your company best meets Will County requirements and highlight any major features, functions or other areas that clearly differentiate your network service offerings from your competitors. The summary must be signed and dated by a principal and include the name and address of your firm and primary contact’s name, phone number, and email address. Please limit your response to two (2) pages.
- b. **Technical Response** - Service Providers shall be able to demonstrate that they have adequate resources and expertise to provide the services contained in this RFQ. Include any assumptions made.
- c. **Qualifications / Resume** - Provide an organizational chart describing all key personnel and for each person, provide their name, email, phone number and a brief bio including any special skills or experience that may enhance your ability to provide service to Will County. Identify any DBE subcontractors on the organizational chart.
- d. **References** - Within this section, all providers must provide a minimum of three (3) references. Acceptable references are defined as any State, County or Local Government or other organizations similar in size and impact to Will County that the vendor has provided services to within the last three years. References should not only contain contact information, but also a brief overview of the services provided and any other noteworthy considerations
- e. **Certificate of Insurance**

Question #3: Turn-Key Solution – On pg 11 under item 2 of the Project Deliverables, the RFP states that the model should be a “turn-key solution”. Can this explanation be expanded or further defined?

Answer #3: The County is looking for a traffic model that can test the impacts of any proposed new development on the regional transportation system. The goal is to allow the County and its partnering jurisdictions to determine what projects will be needed to mitigate negative impacts and to estimate the proposed development's transportation system costs.