

**Responses to the Written Questions Submitted to the
Request for Proposals – Toll Advisory and Oversight Services (the “RFP”)**

The Indiana Finance Authority (“IFA”), on behalf of the Joint Board (“Joint Board), provides the following responses to pertinent questions received by the Authorized Representative in regards to the RFP. Responses are denoted in **red, bolded text** and appear under each pertinent question.

1. Are there any firms who are precluded from submitting a response to this RFP?

No

2. Is there a page limit to the written proposal?

Fifty (50) 8.5” x 11” pages

3. Will the guidelines for the oral interviews (time limits, expected formats, specific questions, etc.) be provided if the Joint Board decides to conduct oral interviews?

Guidelines will be provided if the Joint Board decides to conduct oral interviews

4. The timeline in the RFP anticipates oral interviews, if necessary, to be scheduled 11/26/2018. Would the Joint Board consider moving the interview date to later in the week, as to not require travel on Thanksgiving weekend?

Yes

5. Please confirm that no pricing (hourly billing rates) or estimated hours are expected in the RFP response.

Pricing and estimated hours are not expected. This is a professional services contract.

6. Regarding Section III. Scope of Work, Subsection I., Item f. Document Management, what document management system do you currently have in use and who currently manages and maintains it?

Alfresco is currently being used but document management is in the process of transitioning to Box. Both are maintained by the current toll services advisor, Parsons.

7. Regarding Section III. Scope of Work, Subsection I., Item i. Audit Services, please clarify the role the Proposer would play in ‘Audit Services.’ Is the RFP requesting the Proposer for external audit services or would the role be an internal audit function? Would the Proposer be acting as an ‘audit liaison’ fulfilling requests for materials and providing these to external auditors?

The Proposer will be asked to perform audits of the toll system. It would serve as an internal auditor. There will also be times when the toll system is audited by the States or other consultants. In those instances, the Proposer will serve as an audit liaison, fulfilling requests for materials and providing these to the other auditors.

8. Regarding Section V. Evaluation Criteria, Subsection A., Item c., we are to provide three references. Please clarify if we need to include a letter of reference or if you are looking for contact information only. Can we also provide additional reference information for our sub-consultants beyond the three required?

Contact information should be provided at a minimum with letters of reference welcomed as long as they can be provided within the page limit. Additional reference information for major sub-contractors may also be provided within the page limit.

9. Regarding Section V. Evaluation Criteria, Subsection B., Item d., please clarify what type of work will be required by the Engineering Lead and supporting personnel.

The engineering lead will be asked to review the work related to the roadside system. This will include reviewing maintenance of traffic plans, reviewing schedules and plans for roadside system maintenance, ensuring that maintenance is performed by the toll services provider according the approved plans and schedule, and ensuring that the inventory of spare parts is maintained as required by the toll services provider contract. Additionally, when the roadside system is replaced, the Proposer will be asked to review and advise the states regarding the plans and schedule for that work as well as reviewing and advising regarding the as built plans that are submitted related to that work.