

Bicycle/Pedestrian Master Plan  
Request for Qualifications  
Frequently Asked Questions  
**Updated 4/19/2013**

**How will INCOG conduct the public involvement portion of the project?**

INCOG has a full-time public involvement coordinator. Our role will be to setup the public meetings including space, presentation equipment, and advertising the meeting to the community. The consultant role will be to provide the content for the meeting and to co-host presentations to the public. Presentations may also need to be made to city councils upon request.

**Is there any data on sidewalks already available?**

Yes. INCOG is developing a comprehensive sidewalk inventory for the TMA. We expect this inventory to be complete before the project begins. The inventory does NOT include condition of sidewalk or whether curb ramps exist, only whether a sidewalk is visible from a high-resolution aerial photo.

**How does the Consultant fit into INCOG's staff?**

INCOG takes an "as needed" approach to consultant management. This means that the Consultant team is considered an extension of INCOG's staff and is called upon as needed to fill gaps in the skill set of our team. For example, INCOG employs two full-time GIS analysts that will be involved in the project, so to the extent possible mapping tasks will be shared between INCOG and the consultant.

**Does INCOG require that a local firm be involved in the SOQ or Proposal?**

INCOG has no requirement that a local firm be selected. However, local context is important to understand. The consultant will need to blend local context with outside expertise to devise solutions that are uniquely suited for the Tulsa metro area. In the Proposal stage, regardless of local firm participation, that will be critical to a project award.

**Who comprises the Steering Committee for the project?**

Specific members of the steering committee have not yet been determined, but each of the 13 municipalities will have representation as well as members of the Bicycle/Pedestrian Advisory Committee (BPAC). *INCOG requires that potential firms refrain from contacting members local government officials and BPAC members regarding this project. Contact regarding this project shall be exclusively with INCOG staff.*

**When will the project start?**

INCOG expects consultant selection to occur in May and June, with scope contract negotiation in July. A contract will likely be before the INCOG Board of Directors for the August 2013 meeting.

**Are there any restrictions on communication with INCOG?**

Until April 19, communication is allowed, either by phone or email. However, any questions asked will be posted to the FAQ site for all potential proposers to view. After April 19, no communication may occur to ensure fairness in information for all proposers. Specific consultants' names will not be revealed in the FAQ.

## **Where can I locate past Transportation plans INCOG has developed?**

Links to relevant plans are here:

- 1999 Tulsa TMA Trails Master Plan  
<http://www.incog.org/Transportation/destination2030/documents/Trails/TrailsMasterPlan.pdf>
- Connections 2035 Regional Transportation Plan  
[http://www.incog.org/Transportation/connections2035/documents/Connections2035RegionalTransportationPlan\(9\).pdf](http://www.incog.org/Transportation/connections2035/documents/Connections2035RegionalTransportationPlan(9).pdf)
- City of Tulsa Comprehensive Plan (PlaniTulsa) <http://planitulsa.org/plan/download>
- 2011 Fast Forward Regional Transit System Plan  
<http://www.fastforwardplan.org/TransitSystemPlan.aspx>
- Downtown Area Master Plan <https://www.cityoftulsa.org/community-programs/planning/downtown-area-master-plan.aspx>

**Added 4/16/2013**

### **Will INCOG be requesting a separate proposal from consultants or teams of consultants after the initial SOQ stage?**

Yes. INCOG will narrow down the most highly-qualified consultants or teams of consultants that meet the needs of the project. INCOG's goal is to select 2-4 consultants who will be invited to submit a full proposal. This will likely occur in late-May or early-June. Proposals will then be evaluated by a steering committee and interviews with consultants or teams of consultants will be scheduled.

### **Are consultants able to team together for a combined SOQ?**

Yes. Consultants are encouraged to team together to assemble a qualified group of professionals to meet the needs of the project. INCOG does not require that consultants submit SOQs as a team, and may choose to submit independent SOQs with reference to teaming preferences, if that is preferred.

### **Will INCOG insist on that team remaining as proposed in the SOQ?**

INCOG reserves the right to ask teams of consultants to move forward with only certain elements of the team or to ask consultants to team together to create better synergy of talent. Any changes to team structure will be addressed before the RFP process begins, so consultants know INCOG's preferences on teams for the Proposal portion of the process.

**Added 4/19/2013**

### **Is it a requirement to include resumes as part of the 12 page SOQ?**

We don't require resumes to be included, but key staff and a listing of their experience is necessary to fully evaluate the strength of your firm's qualifications. If this takes the form other than a formal resume, but still conveys similar information, that is fine. You can also choose to include resumes in links (for example a link to a LinkedIn profile).