



MT. LEBANON
PENNSYLVANIA



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MULTI-MUNICIPAL ACTIVE TRANSPORTATION PLAN RFP UPDATE
RESPONSES TO CONSULTANT QUESTIONS

July 26, 2024

The Municipality of Mt. Lebanon and Borough of Dormont are accepting proposals for a one-time contract to perform certain professional services (consulting) work for the creation of a multi-municipal Active Transportation Plan. A copy of the RFP can be found under “Official Documents” on the Mt. Lebanon website: www.mtlebanon.org or on the Dormont Borough website <https://boro.dormont.pa.us/>.

Section VII of the RFP noted the deadline for submission of questions relating to the contents of the RFP. The following questions from prospective consulting firms were received via email in advance of the 4:00 p.m. deadline on July 26, 2024.

All responses to this RFP must be received in a sealed envelope and clearly marked “Multi-Municipal Active Transportation Plan Proposal” by 11:00 AM on August 6, 2024, to be eligible for consideration. Proposals shall be submitted to:

Mt. Lebanon Municipality
Attn: Ian McMeans, Municipal Planner
710 Washington Road
Pittsburgh, PA 15228

The proposal and bid price (including cost estimates and hourly rates) should be submitted in separate sealed envelopes. Please submit ten (10) hard copies of the RFP response and one (1) sealed bid price with your submission. An additional copy of all application materials submitted as PDFs on a flash drive should also be provided. Bid proposals should be a separate PDF but may be submitted on the same flash drive. Proposals submitted by email will not be accepted.

Questions Received

Note: Given that this is a multi-municipal project, the term “municipalities” shall refer to both entities (Mt. Lebanon Municipality and the Borough of Dormont) collectively.

- **Is there an estimated budget in mind for the project?**

Based on the scope of work as defined in the RFP, the municipalities have estimated the project cost to be between \$70,000 and \$100,000. The municipalities reserve the right to accept, amend, or reject any proposed services within an RFP response. Prospective



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consultants should list out the itemized costs for each item within their fee proposal. Additionally, hourly rates for employees or subcontractors of the consulting firm that will work on the project should be included with the response as the municipalities may elect to award the contract on a hourly rate basis with a “not to exceed” total budget amount.

- **The SS4A requirements are intensive, they require an extensive crash analysis. Should that be factored in to the base bid proposal?**

The crash analysis should be included as an add-alternate to the base bid proposal. The municipalities recognize the extent of the work required for the crash analysis and are interested to see how prospective consultants will propose to incorporate that into the overall project. That said, the municipalities also recognize the cost of the work and do not want the overall goals of the project to be delayed or hindered by the crash analysis. The municipalities will consider the crash analysis piece as an add-alternate to the base bid on the project.

- **Would the Municipality allow for electronic (emailed) submittals, instead of hard copies? If not, would you consider receiving an electronic submittal by the deadline, if followed up by mailed hard copies that may arrive after the deadline?**

As indicated in Section IV of the RFP, the proposal and bid price (including cost estimates and hourly rates) should be submitted in separate sealed envelopes. Please submit ten (10) hard copies of the RFP response and one (1) sealed bid price with your submission. An additional copy of all application materials submitted as PDFs on a flash drive should also be provided. Bid proposals should be a separate PDF but may be submitted on the same flash drive. Proposals submitted by email will not be accepted.

All application materials as indicated in Section IV of the RFP must be received by the application deadline of 11:00 AM on August 6, 2024.