



Vernon Street / I-290 Interchange RFP

Questions & Answers

Funding Sources

1. Is there a risk with these federal funds considering that there are equity components?

CMRPC understands the concern given that it is an evolving situation. As for the funds allocated for this project, one portion is with a state grant and the other is from the UPWP funds. The UPWP funds are specific to conducting transportation planning activities in the region. For this project, CMRPC is using “deobligated funds” (unspent funds that were once obligated for staff time). CMRPC received authorization from MassDOT to use the funds for this project with a dateline of September 30, 2026.

2. How will you allocate funding sources to different parts of the scope of work? Are the early tasks using a specific funding source and do not run into any funding concerns in the future?

CMRPC is sharing information about the various funding sources and their timelines for each as a point of information for all parties. The consulting team does not need to correlate project tasks with the available funding sources.

3. What level of completeness are you expecting by June 30, 2026, considering that after that date there are only UPWP funds available?

By June 30, 2026, the consulting team will have completed several draft chapters. Ideally, the consulting team will be able to deliver a Draft Study Report by this date to comply with the reporting requirements of the state’s funding source.

Community Engagement

1. Will the website be hosted on a MassDOT website, the city’s website, or yours, or is it a freestanding website?

The online materials will be hosted on the CMRPC website.

2. The consultant would support meeting facilitation. Would they also be in charge of meeting advertisements?

Meeting advertisements will be under CMRPC's purview. CMRPC's Public Outreach Coordinator will work with the consulting team to determine suitable strategies for advertising public events, Advisory Committee meetings, and others as included in the agreed scope of work.

3. Do we need to have an ad budget and stuff like that?

The budget for advertising meetings is included in CMRPC's Public Outreach activities. Any request for \$1,000 or more will require approval from MassDOT.

4. Should the cost of renting meeting space for public meetings be covered in the project budget?

CMRPC has a list of accessible meeting locations open to the public at no cost to CMRPC. Locations within the study area will be prioritized.

5. Does CMRPC have a planned timeline for the recruitment and formation of the Advisory Committee?

CMRPC envisions recruiting Community Advisory Committee members once the consulting team receives the Notice to Proceed.

6. Will CMRPC provide stipends for the Advisory Committee or is there an expectation for the consultant team to provide stipends for this Committee?

The consulting team has the prerogative to offer stipends to the Community Advisory Committee members. CMRPC is open to ideas about this matter.

Title VI/LEP/EJ

1. Can you talk about what you mean by language support?

CMRPC will cover the costs related to translation and interpretation services if requested.

2. CMRPC role says "provide assistance with document translations". What exactly would this entail? Will CMRPC get the project-generated documents translated with

its own funds (outside of the project budget) or should the consultant allocate some of the project budget for translations?

The consulting team does not need to allocate funds from this project for translation services. CMRPC will cover the costs related to the translation of meeting notices, the executive summary, and other engagement materials as agreed with the consulting team.

3. Same question as the above regarding translation services at public meetings. Will CMRPC pay for a translator to attend public meetings with their own funds or should the consultant allocate some of the project budget for the task?

CMRPC will cover the costs related to interpretation services at public meetings if requested. Meeting agendas should be posted in advance to allow for translation and interpretation requests.

4. There is varying language around who/how document translation and language interpretation scope will be assumed between CMRPC and Proposer. (Sections, 3.1, 2.2, and 2.4). Can you clarify what the Proposer should assume as part of their base scope for this role?

The Proposer will work with the CMRPC project staff to determine which documents/materials/fact sheets will be translated. CMRPC will do the due diligence to translate these documents/materials/fact sheets.

5. The Mass EJ site indicates Spanish and Vietnamese as the top languages in the direct project area vicinity. Are there other languages that CMRPC has identified will be necessary for translation services?

In addition to the Massachusetts Environmental Justice thresholds, CMRPC uses the MassDOT Engage Tool, the MassDOT REJ+ thresholds, and the Department of Education data related to English as a Second Language learners. These datasets will be reviewed to determine the top languages spoken in the study area.

6. Will CMRPC provide interpretation and document translation services for all of the non-English needs across the project?

Yes, CMRPC will cover the costs of translation and interpretation services related to this project.

Qualifications

1. Are proposers allowed to include supplemental information in appendices (i.e., subconsultant qualifications)? If so, do these appendices have a page limit?

Yes, Proposers can include supplemental information in appendices. There's no page limit for the appendices.

2. Regarding the proposal structure, may you please confirm if the personnel qualifications section is 1 page per individual within our proposed team with no maximum page limit (per the Pre-Proposal meeting) or is the personnel qualifications section is up to 10 pages maximum (per the RFP on page 30)?

The Personnel Qualifications should include 1 page per individual, with a maximum of 10 pages for this purpose.

3. Is the 5-page limitation based on a PDF spread (11x17) or individual 8.5x11 pages?

The Proposer should comply with the 5-page limit regardless of the page size.

Timeline/Schedule

1. Will CMRPC consider an RFP extension given the tight timeline between questions and the RFP response deadline?

CMRPC is not considering a time extension for this RFP.

Fee Proposal

1. What type of support will be provided by CMRPC? Is it labor hours or input?

CMRPC envisions close collaboration with the consulting team. In this regard, CMRPC will provide labor hours separate from the Proposer's budget.

2. For the fee proposal, may we provide fully loaded rates for staff utilized in this project, or is direct cost plus overhead required?

In the fee proposal, please include direct and indirect costs for the project's staff.

3. In addition to the 10-page Statement of Organization, can we include a full detailed scope of work along with our fee proposal to further detail our approach?

The fee proposal should include a complete rate schedule and pricing for staff; total costs per task, itemizing personnel, subcontractor, and direct expenditures; total costs for the project, itemizing personnel, subcontractor, and direct expenditures. Do not include the scope of work on the fee proposal, just reference the items included above.

Model

1. Can the CMRPC confirm what type of analysis is expected of the consultant as part of Task 4?

As referenced on page 14 paragraph 1, "The Advisory Committee will guide the study process and assist in evaluating the conceptual alternatives that result from this effort." Consequently, the analysis metrics will be defined through the study process in Task 2.3. However, typical analysis metrics such as level of service analysis will be part of the analysis process.

2. Is it the consultant's responsibility to identify the appropriate inputs into the model (supply & demand)?

Demand: *The current model land use is based on UMass Donahue Institute (UMDI) forecasts supplemented by CMRPC forecasts and MassBuilds data as of the fall of 2022. Updates to area land use suggested by the consultant and Advisory Committee will be used in the development of new forecasts. CMRPC staff will enter this new data and run the model.*

Supply: *The transportation network is current as of the fall of 2023. Changes in the transportation system for the no-build and build conditions will be identified by the consultant team and Advisory Committee. These changes will be made to the model and model runs will be performed by the CMRPC staff.*

3. Will CMRPC's consultant, Mr. Bromage, run the TDM to develop outputs the consultant would review and process for the deliverables?

Yes, CMRPC's modeler, Mr. Bromage, will run the TDM to develop the outputs for the consultant to review and process the deliverables. The consulting team will coordinate with CMRPC on the format of the outputs, excel files, shape files, etc.

4. Will the consultant be allowed to refine the calibration of the model?

The consulting team will work in close collaboration with the CMRPC's modeler to determine the types of calibrations needed for this project, if any.

Data Sources

1. Can CMRPC please obtain and include existing drainage/stormwater management GIS level information as part of the base plans?

CMRPC and the consulting team will determine the datasets needed for this project. CMRPC will coordinate accordingly with either the City of Worcester or MassDOT to obtain specific datasets for this project.

Evaluation

1. Can you explain the three-step process for evaluating the proposals?

The three-step process for evaluating proposals consists of: 1) Pre-Screening; 2) Scoring; and 3) Interviews. The Pre-Screening will be conducted once the Proposals have been submitted. Only proposals submitted on time and with all the completed sections/documents will be shared with the Steering Committee. The Steering Committee will then evaluate the proposals following the criteria included in Page 31 of the RFP. Only the higher-ranking proposals will be considered for interview.

Procedural/Attachments

1. Would it be possible for the attendees online and in person to get a copy of who's participating?

The attendees' list is published on the CMRPC website: [Vernon Street/I-290 Interchange Transportation Study Request for Proposals \(RFP\) - CMRPC](#)

2. As described in RFP Section 2.2,"Proposals shall be submitted as an electronic PDF file via email to Yahaira Graxirena, Director of Access and Mobility." In addition to this email submission, is the proposer also required to submit the final proposal in response to the corresponding Commbuys open bid solicitation (BD-25-2031-CMRPC-UNUM-112115)?

Follow the instructions included in the RFP.

DO NOT submit your Proposal Package to Commbuys. Proposals submitted directly to Commbuys will not be considered for evaluation.

3. Other than the DBE Certification (if applicable), is it required that any of the forms included in the RFP attachments are also filled out by a proposer's subconsultants?

Subconsultants should submit the following attachments: Fair Employment Practices (Attachment C); Conflict of Interest Disclosure (Attachment D); Compliance Certification (Attachment F); and DBE Certification (Attachment E) if applicable.

Subconsultants would be exempt from submitting a Non-Collusion (Attachment A) unless they are a co-applicant; and Non-Contingent Fees (Attachment B) unless they have direct contract negotiations.

4. Regarding the attachments, do our proposed subconsultants need to fill out/sign any of the attachments, besides providing Attachment E if applicable to their firm?

See the question above.

Other Considerations

1. The Kelley Square project was recently completed. Was that a successful project? Would you expect a minimal impact on that specific location?

From MassDOT's perspective, the Kelley Square project certainly seemed a successful project. It addressed some of the congestion issues and safety issues related to that intersection itself. As part of that project, MassDOT was unable to include the interchange as part of the Kelley Square project. The scope was extremely limited because we were constrained by the bridge. Depending on the results of this effort, MassDOT can consider additional improvements to the Kelley Square area.

2. If there are any questions about the structure that would require structural engineering evaluation, whether it's for the bridge or other components along 290, is that something the consulting team should anticipate being involved in evaluating, or is that something CMRPC or MassDOT will be a part of?

For this project, detailed engineering work like this one is beyond what is asked on the scope at this initial phase.

3. Will the successful Proposer be precluded from being awarded the Final Design of the selected Alternative?

No. CMRPC is pursuing services to conduct a transportation study for the Vernon Street / I-290 Interchange. Future phases related to this particular project will be outside CMRPC's purview.