

Rochester Downtown Circulator  
Transit Oriented Development (TOD) Planning Study  
July 17, 2019

The following is a list of formal questions received by the City of Rochester in response to the Request for Proposals (RFP) for the Rochester Downtown Circulator Transit Oriented Development (TOD) Planning Study released on June 26, 2019.

All formal proposals remain due to Jarrett Hubbard, Project Manager at [jhubbard@rochestermn.gov](mailto:jhubbard@rochestermn.gov) no later than 2:00 p.m., Monday July 29, 2019.

**A. Destination Medical Center (DMC) Target Business Utilization Plan and Disadvantage Business Enterprise**

1. In reference to DBE goals and requirements the RFP states “Bidder shall submit evidence of its compliance with the requirements of the plan in a form prescribed by the City,” is this form available online or can it be made available to all applicants?

All applicants must complete a Target Business (TB) Bidders List as part of their application. This form is now available on the City’s webpage near the [RFP for the Downtown Circulator TOD Planning Study](#).

2. Under DBE goals, does the “Workforce Employment” goal indicate the required diversity makeup of staff of the prime firm applying to a solicitation? Or does it indicate the goals for minority and women-owned firms to participate in the project?

These requirements are directed at the workforce, or staff, completing the project. The successful applicant will be required to monitor and track the hours and rates of all women and minorities working on the project and report these figures on a monthly basis. The primary contractor will also be responsible for collecting and submitting to the City of Rochester this information for any, and all, sub-contractors.

3. The result of this project in a plan and related set of implementation strategies etc., and construction is not within the scope of the project, we would appreciate clarity as to what DBE goals are applicable to this type of project. Are the goals for TB participation (“4% of the total value for each construction project”), as well as VBE Preference and SBE Preference, applicable in this case?

The goals outlined by the State of Minnesota in the Destination Medical Center (DMC) legislation and repeated in the RFP document and the Target Business Enterprise Utilization Plan apply to professional services contracts, as well as, construction contracts. The 4% target includes VBE and SBE businesses as well.

4. For the DBE goals related to VBE and SBE preference, could you provide clarification as to what the percentage preference applies to? Also, what does "The preference is applied only to the first \$1 million of the solicitation and will not exceed \$60,000" mean for this project? We are unsure how to

interpret these goals, and how they are applicable to this project. Any clarification would be appreciated.

Sorry for the confusion, the VBE and SBE Preference goals outlined in the RFP document do not apply to this contract due to FTA and Brooks Act requirements that selection of the successful applicant be on qualification-based procurement procedures.

## **B. Project Information**

1. Would you be able to share the FTA application that was submitted and rewarded funding for this TOD project?

The City of Rochester's complete 2018 FTA TOD Planning Grant Application has been posted on the City's website [near the Request for Proposals \(RFP\)](#) for this project.

The City of Rochester received \$765,000 in Federal Transit Administration (FTA) funds for the TOD Planning Study. This sum will be matched with in-kind and cash for an additional \$367,500. The total project cost is not to exceed \$1,132,500. The City of Rochester has committed a cash match of \$130,000.