

1. Do you have any previous versions of long-term plans, or multi-year outlooks that might be informative that could be shared?

No, we don't have any previous plans.

2. What was the original impetus for deciding to look forward 10 years?

SouthWest Transit has completed a 10-year Fleet Master Plan and a 10- year Service Level Plan. We are looking for the Facility Master Plan to work with these plans.

3. Within the planning there is a 10-year outlook if we find that you may need to do this now to readvise the existing utilization to make it more efficient or to add space. How much pain do you have with what you have right now, when would we have to start the project?

SouthWest Transit would review the Facility Master Plan and release RFP/RFBs for the work identified in the plan as required..

4. Is there a need to look at expansion of parking capacity?

Possibly yes dependent upon the findings. We look to the expertise of the winning proposal to decide if future parking capacity is needed.

5. What is the timeline for completing the Master Plan Study?

Please refer to the timeline in the RFP.

6. For the office remodel will there be separate RFP/RFBs for the projects that comes out of the Master Plan?

Yes, for any and all work/projects that require an RFP or RFB.

7. Are we looking for construction documents to do the actual work? Do we keep rolling with the work that comes out of the study?

No, we are merely looking for estimates and conceptual design drawings. All work that comes from the Facility Master Plan will have a separate RFP/RFB if required.

8. How many stakeholder levels should we include in the interviews? This would include department heads, commission, etc. How many people would we engage with to complete this plan?

Department heads would be involved as well as the CEO, and COO. The winning company should expect 5-10 interviews.

9. Should we limit ourselves to just looking forward 10 years out?

There's no need to limit the plan to ten years; however, that is the requirement of the RFP at this time.

10. How many departments does SouthWest Transit have?

9 Departments.

11. Are there maps of the facilities that you could share? Are they available to us to review in order to submit a proposal?

Yes, we have arial maps of all facilities, they are available upon request to procurement@swtransit.org.

12. Do we have any sustainability guidelines or metrics that SouthWest Transit wants to meet or is interested in?

We have sustainability plan that we can share upon request to procurement@swtransit.org.

13. Is there a page limit for proposals?

No.

14. Does SWT have additional sites for future growth/expansion identified? Or will the selected consultant be responsible for identifying sites?

We have an idea for one site for expansion, if additional sites are needed, the expectation is that the selected company provide that information.



Facilities Master Plan Q & A

15. Are facility lifecycle assessments required? It is noted on pages 6 and 13, but not specifically included in the scope of work on pages 11 and 12. If lifecycle assessments are required does SWT have a template for evaluating or scoring sites and building systems? Or will the selected consultant be responsible for providing the template?

Facility Lifecycle Assessments of current assets are NOT required. This was a typo and will not be used in the scoring process. An addendum will be added to the website.

16. Does SWT have a budget for the Facility Master Plan Scope identified in the RFP?

No.

17. Are staff resumes required? Will they be factored into scoring for experience?

Resumes are not required; however, all submissions should include all relevant experience.