



## **SUPPLEMENTAL QUESTIONS**

### **40000 – Bureau of Planning**

Consultant Name: \_\_\_\_\_

Date: \_\_\_\_\_

- All Supplemental Questions must be answered for each Numbered Service checked off in **Section 5. Services Requested for Prequalification Consideration** on the Application.
- There is a bookmark navigation panel to the left. To navigate to a set of Supplemental Questions, click on the “plus sign” next to the applicable Service Number then answer each question.
- If a Service Number checked off in Section 5 of the Application is not listed in the Table of Contents below or on navigation panel, there are no Supplemental Questions for that Service Number.

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**General/Mandatory Supplemental Questions: The following Supplemental Question must be answered by all firms applying for any and all Bureau of Planning Services.**

1. Discuss firm's approach to project management and project team structure. Please include Quality Assurance and Quality Control of project execution, documentation, and communication with the client.

### Supplemental Question(s) for 101.00 Transit Marketing

1. Describe your firm's capacity and experience in providing transit marketing services as described. Provide links to specific products and include client references.

2. Describe your firm's familiarity with each of rural, small urban and metropolitan transit planning services. How do your approaches differ with scale and context?

3. Describe your firm's capacity and experience with delivering ADA-compliant products. How are they tested prior to deployment?

4. Describe your firm's approach, capacity and experience with targeting specific market segments, particularly those with limited English proficiency, educational attainment or access to technology.

**Supplemental Question(s) for 102.10 Planning Data - Travel Demand Modeling**

1. Describe staff approach to mode choice modeling in a region dominated by small urban areas and rural areas.

**Supplemental Question(s) for 102.40 Planning Data - Traffic Simulation & Animation Modeling**

1. Describe the advantages and disadvantages of traffic simulation and animation software used by staff.

**Supplemental Question(s) for 103.00 Mobility Management**

1. Describe work your firm and/or individuals therein (specify) have done in any aspect of Mobility Management.

2. Describe your firm's capacity and experience with performing targeted outreach and engagement with underserved and/or transit-dependent populations, including people with disabilities, people with limited English proficiency, and people with limited access to technology.

3. Describe additional work your firm is prepared to deliver in this arena, demonstrating your firm's on-board capacity to deliver quality work in specific aspects of Mobility Management.

4. How do members of your team stay abreast of relevant best practices?

**Supplemental Question(s) for 103.10 Transportation Demand Management**

1. Describe work your firm has done in any aspect of Transportation Demand Management. Indicate whether proposals were implemented or not and the reasons why, as well as any subsequent measurable outcomes and evaluation of effectiveness..

2. Describe additional work your firm is prepared to deliver in this arena, demonstrating your firm's on-board capacity to deliver quality work.

3. Describe your firm's approach to assessing Transportation Demand Management needs and opportunities, and the method of choosing recommended strategies. Distinguish between freight and passenger transportation management, and among rural, suburban and urban situations.

4. How do members of your team stay abreast of relevant best practices?

**Supplemental Question(s) for 103.20 Public Engagement Methods**

1. Describe the methods, tools, capacity, experience and results your firm has utilized in public engagement..

2. What specific approaches and experience does your firm offer to engage underserved populations including people with disabilities and those with limited English proficiency? What have been the results and lessons learned from these experiences?

3. How does your firm assess a need and select the best method(s) to utilize in a given situation?

4. How do the members of your firm stay abreast of new developments in the art and technology of public engagement?

**Supplemental Question(s) for 103.30 Cost Benefit/Economic Studies**

1. Provide a general description of how your firm evaluates the economic impacts of transportation investments.

2. Please describe specific economic impact analysis methods, models (REMI, TREDIS, etc.) and tools your firm has utilized in the last five years.

3. Describe how the firm will assess the costs and benefits (or disadvantages) associated with alternative transportation proposals. These should cover transportation, economic, social and/or environmental factors.

### Supplemental Question(s) for 103.60 Planning - Feasibility Studies

1. Summarize an example of a corridor screening level analysis from an approved Feasibility Study, prepared within the last five (5) years. Only include the analysis from a Feasibility Study **prepared by your firm, by the staff that will be assigned to MaineDOT studies.**

2. Discuss the firm's experience in transportation planning. Provide an example of a transportation planning analysis from an approved Feasibility Study conducted within the last five (5) years. Only include projects/studies **prepared by your firm, by the staff that will be assigned to MaineDOT studies.**

3. Discuss the firm's experience in traffic engineering and geometric design with respect to Feasibility Studies. Provide up to three (3) project examples that your firm was the prime consultant that conducted the traffic engineering and geometric design (only include the analysis from a Feasibility Study) prepared within the last five (5) years. Only include information on work **by your firm, by the staff that will be assigned to MaineDOT studies.**

### Supplemental Question(s) for 106.50 Bicycle and Pedestrian Operations Development

1. Describe your experience working on and expanding bicycle and pedestrian safety programs or initiatives for users of all ages (children, adults, elderly).

2. Describe your experience in coordinating bicycle and/or pedestrian planning efforts designed to identify deficiencies in the bicycle and pedestrian transportation system, and identifying options for improvements.

3. Describe your experience, strategy for, and ability to provide services to urban and rural communities throughout all 16 counties within Maine.

4. Describe your experience developing and managing an effective and engaging web presence (social media, website, etc.).

### Supplemental Question(s) for 110.00 Training for Multiple Transportation Modes

1. Describe your organization's philosophy as it relates to the training management cycle. Relate a recent example of a training product you delivered including the mode of transportation, the target audience and the feedback used to measure effectiveness and learning. Describe the qualifications of who from your organization was the project manager and what was the time frame from task assignment to delivery of product.