



PRE-SUBMITTAL QUESTIONS & RESPONSES

ActivitySim Development & Enhancement Request for Qualifications

Question 1: Are any additional forms required beyond those identified in the RFQ?

Answer: The RFQ explicitly lists everything needed to submit a Statement of Qualification. Those firms selected for the consultant bench may be required to provide additional documents, such as proof of insurance, detailed rate sheets with identified staff, or other information.

Question 2: Do both prime and sub-consultants need to submit project qualifications and references?

Answer: Proposers are required to submit project qualifications for themselves in order to be considered responsive to the RFQ. Project qualifications and references are recommended but not required for sub-consultants who are expected to have significant roles in project work.

Question 3: Are letters of recommendation or evaluation required for references, beyond contact info?

Answer: No, letters of recommendation or evaluations are not required.

Question 4: Will written questions be answered individually as received, or all at once?

Answer: All written questions received by the submittal deadline (August 26, 2026, 5:00 PM Pacific time) will be responded to collectively in a single document that will be linked to from <https://zephyrtransport.org/activities/activitysim/>.

Question 5: Is there a subcommittee that evaluates proposals given the governance structure?

Answer: All the agencies that are members of the PMC may participate in the evaluation of the Statements of Qualifications. However, PMC member agencies are not required to participate in this evaluation.

Question 6: Are bench consultants required to bid on every task or can they choose to respond to only specific items of interest?

Answer: Bench consultants are not required to bid on every task. When the PMC releases requests for proposals for specific tasks, it is the bench consultants' discretion as to whether they want to respond.

Question 7: Is there a limit on how many consultants will be awarded bench contracts?

Answer: The PMC has not identified a limit on the number of consultants who may be awarded bench contracts.

Question 8: Is PopulationSim maintenance and enhancement included in the scope of the potential work program?

Answer: Yes. All repos within the ActivitySim GitHub org, including PopSim, are potentially in scope for the future work program.

Question 9: The RFQ language includes language about required preliminary task budgets and conceptual task responses, but the RFQW does not identify any preliminary or conceptual tasks. How should proposers respond?

Answer: The language about required preliminary task budgets and conceptual task responses was included by mistake. Zephyr has issued an amended RFQ removing this language. No preliminary task budgets are required.

Question 10: Is there a specific date for finalizing Phase 12 priorities?

Answer: The schedule for establishing Phase 12 priorities will be decided by the PMC. No specific date has yet been identified.

Question 11: Has the first-year work plan been developed yet and is there an immediate pool of tasks or would the work plan be developed in consultation with the bench members?

Answer: No. The first-year work plan has not yet been established. The work plan will be determined by the PMC, in consultation with the consultant bench firms.

Question 12: Will the Project Management Committee accept quotes from outside the U.S. (specifically, from Australia)?

Answer: Yes, the PMC will accept Statements of Qualifications from firms outside the US. However, any selected firms will be required to accept the terms identified in the contract established between the firm and the Zephyr Foundation. One key provision of the contract will be that all claims, counterclaims, disputes, and other matters in question between the Zephyr Foundation and the bench contractor will be addressed in State of Virginia courts, where Zephyr is incorporated.

Question 13: Are foreign companies without US footprint eligible to bid for this project?

Answer: Yes, the PMC will accept Statements of Qualifications from firms outside the US. However, any selected firms will be required to accept the terms identified in the contract established between the firm and the Zephyr Foundation. One key provision of the contract will be that all claims, counterclaims, disputes, and other matters in question between the Zephyr Foundation and the bench contractor will be addressed in State of Virginia courts, where Zephyr is incorporated.

Question 14: Will the committee be able to pay invoices via international bank transfer if we were to be successful, rather than by check?

Answer: Yes, the Zephyr Foundation can pay invoices via international bank transfer. Any fees for international bank transfers are the responsibility of the bench contractor.

Question 15: Does the ~5% disadvantaged business enterprise (DBE) goal across task orders needs to be reflected in the SOQ itself, such as by listing DBE-registered sub-consultants?

Answer: A demonstrated willingness to include DBE consultants or sub-consultants as reflected by inclusion in Statements of Qualifications is viewed favorably by the Project Management Committee (PMC). The 5% DBE goal is aspirational, not a requirement.

Question 16: How should non-US firms respond to the DBE requirements?

Answer: A demonstrated willingness to include DBE consultants or sub-consultants as reflected by inclusion in Statements of Qualifications is viewed favorably by the Project Management Committee (PMC), and non-US firms are encouraged to respond by describing any local equivalents.