1. Can you clarify the due date for the proposal? It states on pages 1 and 9 that proposals are due February 3, 2017 while pages 3 and 7 state that proposals are due Friday, February 9, 2017 (February 9 is also a Thursday).
   1. **Answer: The due date is Thursday February 9th, 2017 by 2:00 PM.**
2. Is the reference to the City of Tiffin Bus system on page 1 of the RFP Scope of Services referring to the services operated by the Seneca County Area Transit (SCAT) or are there other services operated by the City of Tiffin that are within the scope of this study?
   1. **No other services are offered at this time besides private taxi operations and SCAT.**
3. Does the reference in Scope of Services C.2 (Presentation) “all expenses associated with travel, presentation materials, etc. are the responsibility of the consultant” mean that other direct costs that would be associated with the conduct of the specific study tasks (e.g., travel and materials for local meetings with stakeholders, presentations of the draft/final documents, etc.) will not be reimbursed by the City or the Planning Commission?
   1. **These costs are to be figured in to your proposed budget for the proposal.**
4. Does the 20 page limit also include any appendix material such as resumes of staff beyond a short summary or can resumes be submitted as an appendix not subject to the 20 page limit?
   1. **Please submit resumes as an appendix.**
5. Will the data collected from the surveys and focus groups during the Phase 1 portion of the study be available to the selected firm?
   1. **Yes**
6. In the proposal requirements. G. Related Work, are you asking for excerpts or complete documents for the required three (3) samples or simply an overview of the projects? If the former, would it be acceptable to provide a link to the documents or on a USB drive? If a link or USB drive is not acceptable, are these documents included in the 20 page limit?
   1. **You may provide this information on a USB drive in PDF Format. If a USB Drive is not available you may submit these as appendices to your proposal and they will not count towards the 20 page limit.**