



An Equal Opportunity Employer

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March 23, 2018

Set 3

TO: All Potential Respondents
RFQ 001-18 General Engineering and Professional Services

FROM: Christy Aulicino, Procurement Specialist 2

SUBJECT: Response to Questions

QUESTION: If a TWA includes multiple deliverables, can the completed tasks be used as a substantially complete project demonstration for client references? For example, if a TWA included task deliverables for alternatives assessment, 100% design plans, permitting, and CEI and the project has been designed and permitted but is awaiting or currently under construction, could it be used to reference design and permitting experience?

ANSWER: It is the responsibility of the Respondent to ensure that the references provided demonstrate the Respondent's ability to provide the Services accordingly. Additionally, the Respondent has the flexibility to use the six (6) pages of written text within 1.8.1.2.2 Chapter Projects and References to clarify how the reference demonstrates the qualifications.

QUESTION: On page 7 for the RFQ Section 1.8.1.2.2 Chapter Projects and References, states Identify three (3) references from the examples of past projects listed and provide a letter of reference from the organization on their letterhead with the corporate seal... Does SWFWMD require three (3) references for each chapter or is this three (3) references for all projects combined in all chapters?

QUESTION: Section 1.8.1.2.2 (Chapter Projects and References) states that at least 3 project examples. Please clarify – do we provide at least 3 project examples PER Chapter? Or at least 3 total from all Chapters combined?

ANSWER: 1.8.1.2.2 is part of Unit 2. The submitted documents for Unit 2 will be submitted for each Chapter under which the Respondent is trying to qualify, which should include at least three (3) examples of past projects and three (3) references per Chapter. The submitted documents for Unit 1 are all inclusive no matter what Chapters the response includes.

QUESTION: In regards to the RFQ, which was posted on 3/2 and we received on 3/7, we understand there was a mandatory pre-response conference on March 9th. Unfortunately, due to health related issues, we were unable to attend the conference. We kindly inquire as to if there remains any opportunity to be considered having been unable to attend this meeting?

ANSWER: The Pre-Response meeting was a mandatory requirement to submit a response to this solicitation.

QUESTION: Do we need to speak to "Background Checks and Employment Eligibility Verification (Pages 11-12 RFQ)" in our Statement of Qualifications?

ANSWER: 1.30 Background Checks is a requirement of the awarded Respondents. A Respondent should only submit a response if they are able and willing to comply with the requirement. It is at the discretion of the Respondent if they feel they need to speak to this requirement.

QUESTION: Do we need to submit subconsultant letters of commitment?

ANSWER: No, Section 1.8.1.1.1.3 Letter of Transmittal and Commitment is part of Unit 1. The submitted documents for Unit 1 are all inclusive and the response should only contain one (1) of each required document.

QUESTION: If we are submitting on Chapter C, should we include surveying services on our team or will surveyors submitting on chapter F be working to support engineering projects in other chapters?

ANSWER: Any Services, that do not fall under Paragraph 4.9 of the Attachment 2, Sample Agreement, that are not within the Chapter Tasks the awarded Respondent is qualified for will be acquired under a separate TWA to another qualified awarded Respondent.

QUESTION: If a client project manager for a project we intend to submit as a reference has changed employment since the project was completed, should we submit the reference letter on the letterhead of the client project manager's new employer?

ANSWER: Per 1.8.1.2.2, the Respondent shall "provide a letter of reference from the organization on their letterhead with their corporate seal (if available) signed by an authorized agent of the organization" or, "if the reference is from a District project, the Respondent shall provide the final Consultant Performance Evaluation (CPE) in lieu of a letter of reference." The organization that the Respondent was contracted with is the party that should provide the reference.

QUESTION: My question is regarding the letters of reference, described in section 1.8.1.2.2 Chapter Projects and References, and how they are handled for projects in which the Respondent was a sub-consultant for tasks specific to the Chapter. For example, if we were a sub-consultant performing

modeling work for a large District project, do we collect the letter of reference from the prime consultant on their letterhead or from the District in the form of a performance evaluation?

ANSWER: The organization that the Respondent was contracted with is the party that should provide the reference.

QUESTION: **How do I request a copy of a Consultant Performance Evaluation Form (CPE) from the District?**

ANSWER: Submit a public records request by clicking on the “Public Records Requests” link at the bottom of the District’s website at www.watarmatters.org and then click on the “Submit Public Records Request Now” link.

QUESTION: **Section 1.8.1.2.2 (Chapter Projects and References) of the RFQ packages state that if the reference we use is from a District project then we must provide the final Consultant Performance Evaluation (CPE) in lieu of an actual letter of reference. What if a District project and reference is used but the project was not part of a Library and a CPE was never actually issued? Can a letter of reference from the District employee be provided instead?**

QUESTION: **We requested a CPE for our District project references as required by the RFQ. However, we received notice that since the projects “were all performed outside the previous General Engineering Services (GES) solicitation, there are no Consultant Performance Evaluation documents available.” Please let us know if we are permitted to directly contact the District personnel overseeing the project to request a project reference, acquire it through you or through another procedure.**

ANSWER: A CPE is the only form of reference that can be obtained from the District. If a project did not receive a CPE, then the District cannot provide a reference for that project for this RFQ. However, the six (6) pages of written text providing examples of work that demonstrate the qualifications of the proposed Team Members provides the flexibility to provide such information

QUESTION: **We realize the matrices require the District’s Position titles per the Certified Wage and Job Classification document. Please define what titles are to be placed in the Firm Organization Chart and the Chapter Organizational Chart. Are these to be position titles or the title the person has with their firm or other?**

ANSWER: Please see Addendum #2.

QUESTION: **As mentioned at the mandatory pre-proposal meeting, will the District please confirm that official Consultant Evaluations/Contractor Performance Assessment Reports (CPAR) or equal are acceptable in lieu**

of a letter of reference from state and other governmental agencies who are not allowed to write letters of reference?

ANSWER: No, a letter of reference on letterhead is the only form of reference that will be accepted from other agencies or firms.

QUESTION: **Our understanding of the following task under Chapter D is that the Respondent will perform the analysis/evaluation (i.e., characterization) of geophysical logs performed by others (e.g., District) and provided to the Respondent. Or is it possible that the Respondent might have to perform the geophysical logging?**
Hydrogeologic characterizations (geophysical logging, aquifer testing, formation interpretation);

ANSWER: The awarded Respondent could be requested to perform either.

QUESTION: **Section 1.8.1.2.1.2 of the RFQ package describe the Team Member Matrix. Can you please confirm that Respondents should NOT include Key Personnel (contract managers, QA/QC control managers and/or Chapter leads) in this Matrix?**

ANSWER: The Team Member Matrix should represent the team members necessary to perform the Services for that Chapter and only include from the Chapter Lead down.