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March 26, 2018 **Set 4**

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

FROM: Christy Aulicino, Procurement Specialist 2

SUBJECT: Response to Questions

QUESTION: Unbeknownst to us, our subscription to Onvia DemandStar had lapsed and we did not learn of the mandatory Pre-Response Conference for RFQ 001-18 General Engineering and Professional Services until after it occurred.

I have two questions: Would it be possible for [Firm Name] to respond to this RFQ as a Prime without having a representative in attendance at the Pre-Response Conference? After reviewing the sign-in sheets for the Pre-Response Conference, we noticed several companies were in attendance that [Firm Name] teams with on a regular basis. The District released Question_and_Answer_Set_2.pdf dated March 14th, 2018 which included a Question and Answer pertaining to section 1.5 (I included the Question and Answer below). If I understand the District's answer correctly, there is a form of teaming arrangement where [Firm Name] could serve as the Prime. [Firm Name] would respond as the Prime and team with one of our trusted partners that had one of their Key Personnel at the Pre-Response Conference. Our teaming partner would serve as a Sub. In regard to the Key Personnel, the [Firm Name]-led team would propose on Chapter G. Geospatial Mapping and Data Services and [Firm Name] would name a Chapter Lead and Contract Manager and our Sub would name the Quality Assurance/Quality Control person who was in attendance at the Pre-Response Conference. We believe such a teaming arrangement would allow the team to provide exceptional value to the District. Would the District find such a teaming arrangement acceptable?

ANSWER: No, a Key Personnel member from the Prime Respondent's firm was required to attend the mandatory pre-response meeting.

QUESTION: Is there an evaluation form that can be provided to clients such as [Agency Name] who cannot provide a letter of recommendation for a consultant or can we provide contact information for the client for you to send a form to?

ANSWER: No, there is not a form that can be provided.

QUESTION: **In the Pre-response Meeting, it was said that evaluation forms from other governmental entities could be used in lieu of references on letterhead when said letter could not be obtained. In response to Question & Answer Set 3, pages 3 and 4, the District stated that "…a letter of reference on letterhead is the only form of reference that will be accepted from other agencies or firms." Please provide clarification.**

ANSWER: Please see Addendum #3.

QUESTION: **In Unit 1 – Section 1.8.1.1.4.2 can the District please verify that the personnel to be shown on this matrix is only the Key Personnel providing the services and does not need to include the other corporate officers that are shown on organizational chart provided under Section 1.8.1.1.4.1?**

ANSWER: The Key Personnel Matrix should reflect all the same Key Personnel that is shown in the Firm Organizational Chart.

QUESTION: **In Section 1.8 Response Format under subsection 1.8.1.1.4.2 Key Personnel Matrix, the reference document Certified Wage and Job Classification Packet. At this time, will this document contain raw salary or is it just for position classification?**

ANSWER: The Certified Wage and Job Classification Packet is a reference document for position classification only and should not be included in your response. Per Subsection 1.8.3, "Costs and fees will not be submitted with the response."

QUESTION: **Letter of References (Page 7 of the RFQ). We have received signed "Feedback Forms" from Owners/Clients of our recent projects. This is a form provided to the client by us, and filled out entirely by the client. Are these acceptable to submit as references?**

ANSWER: No, please see the published RFQ, addenda and question and answer sets for clarification of what is accepted for references, particularly, Addendum #3.

QUESTION: **Authorized Representative – Letter of Transmittal and Commitment (Page 5 of 64) states, "The letter must be signed by an authorized signatory that has full authority to negotiate for the Respondent". Could you please clarify what you mean by "authorized signatory"? Would a firm Senior Principal and/or Principal be able to sign for the firm?**

ANSWER: The authorized signatory for the Letter of Transmittal and Commitment and the RFQ Cover Sheet, must be authorized to obligate the firm to all the required terms and conditions as well be authorized to negotiate fees for the firm. Who at the firm is authorized to do so, is at the sole discretion of the firm.

QUESTION: **In regards to Section 1.8.1.2.2 (Chapter Projects and References), there is a 6-page limit for this section. Can you please confirm if the 6 pages include the 3 letters of reference? Or are the reference letters outside of this 6-page limit?**

ANSWER: The three (3) letters of reference are not included in the page limitation for the six (6) page narrative.

QUESTION: **For the Firm Organizational Chart in Section 1.8.1.1.4.1, does the District want corporate officers and ALL key personnel, whether key to the chapters or not, or just corporate officers and key personnel for the proposed chapters?**

ANSWER: Per Subsection 1.8.1, “Unit 1 is intended to highlight the firm’s overall structure, including Sub-Respondents, while Unit 2 is intended to provide more detailed information concerning the firm's proposed Team Members.” That being said, the documents provided in Unit 1 should reflect the structure as it relates to this RFQ. Divisions, departments and staff of the firm that are unrelated to this RFQ would not need to be represented in the response.

QUESTION: **For the Chapter Checklist, is the respondent to check boxes that the respondent only is qualified for, or ones that the entire respondents team, including sub-respondents, is qualified for?**

ANSWER: Per Subsection 1.8.1.1.2, “The Respondents will check those Chapter Tasks for each Chapter under which it seeks to be qualified. The Respondents will only be eligible for TWAs for Chapter Tasks under each Chapter for which it seeks to be qualified.” This would include all Chapter Tasks the Respondent and all Sub-Respondents are seeking to be qualified for.

QUESTION: **Do respondents need to include a tab 1.8.3 in the submittal with a statement that costs and fees are not to be submitted?**

ANSWER: No

QUESTION: **Can I confirm that if we were not in attendance at the pre-response conference, we are ineligible to respond?**

ANSWER: Please refer to Question and Answer Set 3.

QUESTION: **If a Respondent uses a sub-consultant’s project example, can one of the 3 references required be from that project? Or do references need to come from the Respondent’s own project examples?**

ANSWER: Yes, per Subsection 1.8.1.2.2, “These examples must demonstrate the qualifications of proposed Team Members to perform the types of Chapter Tasks.” Therefore, if a Sub-Respondent is part of the proposed Team Members, then a reference for the Sub-Respondent would meet this requirement.

QUESTION: **The following sentence has two check boxes on page 26, breaking the highlighted part as a separate bullet. There should be only one check box. Please confirm. Statistical analysis and water use permitting database assistance for the completion of the annual Estimated Water Use report**

ANSWER: Yes, “Statistical analysis and water use permitting database assistance for the completion of the annual Estimated Water Use report” is one Chapter Task for Chapter D and should be considered a scrivener’s error on the Attachment 1, Chapter Checklist.