

NOTE TO ALL RESPONDENTS: The due date for Submittal Packets has changed. Due Date is now Friday, September 13, 2024 at 11:00 a.m.

RFQ Question Responses

**RFQ 240807-22 2023 Mobility Bond Engineering and Design Professional Services
August 23, 2024**

1. On page 12, under section 5 subsection D of the RFQ, the County asks for a minimum of 5 references. In addition to the required contact information and list of services, would it be acceptable to include project examples with full project descriptions (i.e., project sheets) in this section?
Response: *Project sheets should be included in Part B of this section. References can include a brief description of the project.*
2. On page 12, can the County specify the information it wants to see under section 5 subsection F? Would it be acceptable to include items such as an organizational chart and key personnel resumes in this section?
Response: *The RFQ should provide overall firm capabilities. A future project specific RFQ will allow firms to provide specific personnel and organization charts.*
3. At the top of page 14, it states that a respondent must submit all of the following information. Listed below this statement is item 2 – Term of Contract. Can the County please specify what we need to include in our submittal packet to meet this requirement?
Response: *Firms should provide a statement in the RFQ that confirms they will be able to agree to this language.*
4. Similarly, on page 15, can the County please specify what we need to include to meet the requirements for item 3, section D – Control of Work?
Response: *Firms should provide a statement in the RFQ that confirms they will be able to agree to this language.*
5. How many firms will be awarded?
Response: *The number of firms utilized will be based upon the needs for each of the projects.*
6. Along with the references, would the County want to see project examples in the Experience and Qualifications section?
Response: *Project sheets should be included in Part B of this section. References can include a brief description of the project.*
7. Should resumes be included for personnel in the Experience and Qualifications section, or would this be information provided in the Additional Information section?
Response: *Firms should include resumes in the Experience and Qualifications section.*

8. Can you please confirm the number of hard copy submittals?
Response: *Firms should provide 5 copies and 1 original Submittal.*
- a. The advertisement indicates 1 original, **5 copies**, and 1 electronic response.
Response: *This is correct.*
 - b. Item 5A: Submittal Packet (page 5) of RFQ packet indicates 1 original, **4 copies**, and 1 electronic response.
Response: *Firms should provide 5 copies and 1 original Submittal.*
9. Is there a submittal page limit (Item 5. Submittal Requirements – page 11)?
Response: *The submittal should not exceed 21 pages, excluding the required forms.*
- c. Item A. Transmittal Letter – not to exceed 2 pages.
Response: *The transmittal letter has a 2-page limit.*
 - d. Item B. Experience and Qualifications – not to exceed 12 pages.
Response: *Experience and Qualifications has a 12-page limit.*
 - e. Item C. Company Profile – page limit not stated.
Response: *Company profile has a 4-page limit.*
 - f. Item D. References – page limit not stated (minimum of 5 references must be provided)
Response: *References has a 3-page limit.*
 - g. Item E. Confirmation that the firm has not engaged in any unethical practices – page limit not stated.
Response: *The ethical statement needs to be included in the submittal.*
 - h. Item F. Additional Information – page limit not stated.
Response: *All information should be included in the 12 pages of the Experience and Qualifications section.*
10. Please indicate if the Organizational Chart and Key Staff Resumes are excluded from the 12-page maximum under Item B: Experience and Qualifications or if these items should be included under Item F: Additional Information.
Response: *The company organizational chart should be included in the Company profile.*
11. Appendix B: Specifications Verification & Appendix C: Categories for Professional Services Forms be included with the required forms?
Response: *Include the signed form from Appendix B and the marked list of categories with the required forms.*
12. Please confirm that page 26 of the RFQ packet (Appendix C: Categories for Professional Services Form) was intentionally left blank.
Response: *Page 26 was left blank intentionally.*

13. In regard to category “Subsurface Utility Engineering (SUE), Utility coordination”, can we provide services for utility coordination without providing SUE services?

Response: *Utility Coordination is independent of SUE services.*

14. Appendix B requests teaming information. Please clarify if full resumes are requested and if this information should be included in section B. Experience and Qualifications. If so, do resumes count toward the 12-page count of that section?

Response: *This RFQ is for the individual firm, within the page limits noted.*

15. Does the County anticipate the need for Real Estate Acquisition services for mobility bond projects? If so, should qualifications be submitted with this RFQ response or will that be a separate solicitation?

Response: *The program will require acquisition of right of way. Include information on acquisition capabilities.*

16. Are criteria from Appendix A and Appendix B to be combined or separated in our submittal?

Response: *Firms should provide all information within the page limit noted.*

17. Are wet signatures required or are electronic signatures accepted?

Response: *The County will accept either wet or electronic signatures.*

18. Does the Project Manager need to be a PE?

Response: *The project manager for the projects is required to be a PE.*

19. In Appendix C Categories, does the “Electrical Engineering and Lighting Study, Analysis and Design” require an Electrical Engineering License?

Response: *Electrical design for the projects will be required to be sealed by a PE.*

20. In the Appendix C Categories: “Electrical Engineering and Lighting Study, Analysis and Design” and “Subsurface Utility Engineering (SUE), Utility Coordination”, can the items be separated where we have capabilities and licensing for one part but not for the others in the category?

Response: *Firms should provide information on the experience for each category.*

21. In the Appendix C Categories, does the category “SUE, Utility Coordination” require surface geophysical methods and non-destructive vacuum excavation?

Response: *SUE requirements should include these methods.*

22. In Appendix C Categories, does the category “Utility Engineering, Analysis and Design” refer to utilities as water/wastewater applications or private franchise utilities?

Response: *Firms should note these abilities.*

23. In Appendix C Categories, is a licensed landscape architect required for the category “Landscape Architecture Planning and Design”?

Response: *Landscape Architecture capabilities should include a licensed landscape architect.*

24. In which Appendix C category we should show engineering experience on parks and trails?

Response: *The program does not expect to include parks and trails.*

25. Are full resumes for team members required or desired?

Response: *Firm information shall be within the page limit noted.*

26. Where would the County like us to include Appendix C and D forms within our submission?

Response: *Firms should include these forms appropriately within their submittal.*

27. Can firms submit as prime/independently while meeting only a portion, or the majority but not all, of the minimum requirements?

Response: *Firms should only submit for capabilities that the firm can provide.*

28. **CHILD SUPPORT STATEMENT FOR NEGOTIATED CONTRACTS AND GRANTS:** In the social security number column, can we provide the social security numbers during/via contract execution?

Response: *The required SSN in the Child Support Statement is not required for this RFQ, but will be required if your firm contracts with the County.*