Questions and Answers:

Q1. The ‘FIRM RESPONSIBILITIES’ sheet requests information about the ‘Percent Participation’ of each team member. However, since this is an On-Call contract and no scope has been identified, it is difficult to accurately complete that information. Would you prefer that we estimate the percentage of each team member by making assumptions about overall project scope or would you prefer we leave this information blank?
Response: The scope of work is clearly identified and what’s not known is the projects and the quantity of work a vendor would receive and therefore the vendor needs to identify the anticipated percentages as requested. Please note this is standard with all on-call procurements.

Q2. Are only electronic proposals required? No paper copies?
Response: Correct. Only one thumb drive containing your proposal is required.

Q3. How many contracts will be awarded? What is the contract term?
Response: It’s anticipated the possibility for multiple contracts to be awarded. Contract term will be 3 years.

Q4. Is it acceptable to submit a proposal as a prime and be a subconsultant on another team?
Response: Yes.

Q5. Will my firm be precluded from other opportunities if awarded this contract?
Response: The City will vet projects on a task by task basis, and evaluate each project opportunity independently.

Q6. Where do we get billing rates for the tables on RFQ pages 16 and 17?
Response: The billing rates come from the submitter.

Q7. What if I don’t have team members on staff right now? Can I list “TBD” on the rate sheet?
Response: Please identify job classifications with bill rates.
Q8: Please confirm page limit is set at 35.
Response: Yes, this is correct.

Q9. In the past, have typical projects required full time or part time involvement?
Response: Both. Project needs will vary and will be clarified as opportunities are presented.

Q10. Would the City prefer teams to all be small businesses? Or work with larger companies?
Response: The City would prefer small business partnerships as this creates opportunities for the SBE community.

Q11. The SBE goal requires prime self-performance at 30%. Will this goal need to be met on a task by task basis? Or over the entire contract?
Response: The SBE goal is to be met with a minimum 30% self-performance by the prime over the entire contract.

Q12. If the Prime is an SBE certified firm, can the goal be met with only commitment to the 30% self-performance? Do I have to submit an LOI for SBE subconsultants beyond my commitment?
Response: Yes, the goal can be met with only prime 30% self-performed commitment. No, you do not have to commit participation beyond that. However, because the City is encouraging SBE participation at every level, if you turn in an LOI for a subconsultant, your contract will bind you to that additional goal.

Q13. Do I have to include SBE subconsultants on my team?
Response: No, it is not required.

Q14. The Commitment to SBE Participation document and the Letter of Intent both state that a copy of the SBE certification letter must be attached to the LOI. However, when I received my certification, the only notification I received was in the form of an email, is this email sufficient to meet the requirement to provide a ‘copy of the SBE certification letter’ or is there a different letter I should have received?
Response: DSBO sends a certification email which is sufficient. Certified firms have the ability to access and print their certification letters at any time via B2G.

End of Addendum #1