

QUESTIONS AND ANSWERS – PARK MASTER PLAN RFQ

October 29, 2009

Q. If our subconsultants want to use subs/specialists under them, do we need to include all their information, including workforce reports, etc? Is there a way to include their expertise into the SOQ, or can they be added on later, if needed.

A. Yes, a subconsultant can use another sub. No workforce report is needed. The expertise of the sub's subconsultant can be referenced in the SOQ.

Q. Does the original proposal copy require "wet" signatures, or will electronic suffice?

A. Wet signatures are required on all documents submitted. No electronic documents will be accepted.

Q. Can the dividers be affixed to the first page of their respective sections?

A. Yes.

Q. (Follow up question to the above) With regards to the signatures, I'm not sure that I phrased the question correctly: For the unbound original, do you require the version of each form, cover letter etc. that was directly signed?

A. The unbound should mirror all bound copies.

Q. Are the CCDC forms such as the Workforce and subconsultant vendor's list forms available in Microsoft Word documents?

A. All forms are available and included in the RFQ which can be downloaded from the website.

Q. Though only the Prime is responsible for the other forms, this is a letter that represents an agreement between the prime and each individual sub consultant. As such, do we need to include a separate copy for each sub consultant, on their individual letterheads, and each signed by our representative?

A. Yes, it is a letter that represents an agreement between the Prime and the Sub. Yes, you need to include a separate letter for each sub. The letter should be on the Prime's letter head, signed by the Prime with the sub signing at the bottom of the letter.

Q. If we do need to include all of these separate letters, does each count toward the 50-page limit?

A. Each letter counts toward your 50 page limit.

Q. If they do count toward the page limit, are we permitted to display more than one of them per page?

A. No.

Q. Does the 50-page limit refer to whole pages or just sides of pages, i.e. should the book include only 25 pages, to add up to 50 sides; or can it include up to 50 whole pages?

A. The document may be 50 pages double sided.

Q. My question is whether the SUB or the PRIME is supposed to fill out the lower block on attachment C-8, under the heading "Subcontract Agreement?"

A. The letter should come from the lead to the sub, signed by the lead with the sub signing at the bottom. If in the interest of time the letter came from the sub to the prime, then the Prime can sign the letter.

Q. For the rate sheets in a sealed envelope.....do you want the envelope just securely taped to a tab page, so it is within the body of the document? Seems like that is what the RFP is saying.....but just wanted to make sure.

I guess I would just fold them into a letter size envelope, seal it, then securely affix it to the tab page.

If there is an "official" way you would like this done.....please let me know.

A. There is no official way. They can be affixed or not – it doesn't matter.

Q. Regarding your response that "Wet Signatures are required on all documents" – does this mean each of the 10 bound and 1 unbound copies need to have wet signatures on the Letters of Intent from each subconsultant, and all 2.10 Additional Documents?

A. Wet signatures are required on the one unbound copy – for all of the documents that require signatures.

Q. Does the 50 page limit include the front and back covers or just the content between the covers?

A. The 50 page limit does not include the front and back cover but does include everything within.

Q. Does the blank backside of a sheet count as a page – in other words does it mean the submittals contain up to 50 sheets of paper or limited to 25 sheets of paper?

A. The blank backside of a sheet does count as a page. The submittal may contain up to 50 sheets of paper – within the front and back covers.