

**2010 Engineering Design Services - Replacements and
Improvements
Solicitation No.: Q-10-004-MF
Questions & Answers**

Q: On Page 1 in the additional requirements part of the 2010 Unspecified Engineering Design Services – Replacements and Improvements RFQ, do we need to include resumes for all of the disciplines mentioned whose services may be required in addition to civil and survey services (ie. geotechnical/ environmental/ mechanical/ structural/ electrical/ potholing). I am asking because with the 30 page limit assigned to the RFQ, this information could take up 6 more pages. Does the 30 page limit include resumes?

A: Yes. The 30 page limit includes resumes.

Q: Which of the following, if any, are included in the 30 page SOQ limit? Proposal Check List, Respondent Questionnaire, Exhibits A, B or C.

A: None of these are included in the limit.

Q: Who will be the SAWS' Project Manager for work orders that will address these replacements and improvements needs?

A: The Project Manager for SAWS will be Sandra Gomez, P.E. However, if any attempts to contact Ms. Gomez are made prior to selection of a firm or firms for negotiation, the company doing so will be considered non-responsive, for failure to follow the instructions as stated in the RFQ.

Q: Because the scope is only asking for services as required for electrical, mechanical, etc. from sub-consultants, do we need to enter a percentage of participation on the Good Faith Effort Plan for them or can we just put To Be Determined since we may or may not use them depending on the work order assigned.

A: Respondents should use their best efforts to enter percentages of expected participation on the Good Faith Effort Plan.

Q: When you ask for a list of three completed projects of Respondent Team Members, does this refer to the prime firm only?

A: Yes. This refers to the prime firm only.

Q: On Exhibit A, should the letter stating our insurance coverage actually be on the Insurance company's letterhead rather than the Respondent firm's as it states on 7. b of the Response Format?

A: It should be on the Respondent's letterhead.

Q: Do the sub-consultants on our team need to fill out any part of the Respondent Questionnaire such as the Litigation questions or Exhibit C on the 2010 Engineering Design Services – Replacements and Improvements RFQ or is that only necessary for the prime consultant?

A: The Prime Contractor submitting - only.

Q: How many contracts does SAWS anticipate to award under this RFQ?

A: Multiple contracts are anticipated to be awarded. The number of contracts has not been determined.

Q: What is the anticipated duration of the contract(s) to be awarded under this RFQ?

A: The contracts will be used on an as-needed basis. There will be an expiration term written into the contract.

Q: Please verify that SAWS forms and Exhibits included with the SOQ will not count toward the 30-page limit.

A: SAWS forms and exhibits will not count toward the 30-page limit.

Q: Will resumes count toward the 30-page SOQ limit?

A: Yes. Resumes will count toward the 30-page SOQ limit.

Q: Section IV.3.d. of the RFQ requires “...an organizational chart of the firm and the personnel who will be assigned to this Project.” Is a complete corporate organizational chart for the firm required, or just key personnel and assigned staff?

A: An organizational chart is required only for the personnel assigned to this contract.

Q: Section IV.6. of the RFQ requires a “written document” describing our QA/QC procedures. Is this expected to be a separate supplemental document, or an integral part of the proposal? With regard to the 30 page limit on submittals, we assume that the 1. Proposal Checklist, 2. Respondent Questionnaire, 3. Key Personnel Resumes, 7. Proof of Insurability, and 8. Good Faith Effort Plan do not count towards this 30 page limit. Please confirm this assumption.

A: The QA/QC procedures and the Key Personnel Resumes are included in the 30-page limit. The Proposal Checklist, Respondent Questionnaire, Proof of Insurability, and Good Faith Effort Plan do not count towards the 30-page limit.