

GLWA-SOQ-020 Statement of Qualifications Engineering Services

Bulletin #1 Dated 12-3-15

Please See Below for Update Information Pertaining To: Request for Statement of Qualifications for Engineering Services

This bulletin #1 is hereby made part of the above referenced RFP and shall be taken into consideration by any and all respondents to this request for Statement of Qualifications.

RESPONSE TO VENDOR QUESTIONS

(Please note that all vendor questions are responded to in **BOLD** and *ITALIC* font)

Questions:

1. Is the Firm's Capabilities section limited to 3 pages per professional service category or 3 pages total?

Answer: 3 pages per professional category. Please see question and answer #5.

2. We would like to know if you would be able to provide the form in Exhibit A Staff Matrix Firm Expertise in Excel format?

Answer: See answer #9

3. Is the one-page transmittal letter included in the 25-page SOQ count?

Answer: No

4. All of our proposals are prepared using InDesign. Can we include a native InDesign file of the Standard Form 330 (rather than an MS-Word document) in the electronic copy?

Answer: Proposers must submit an electronic copy in WORD format. The "pdf" requirement can be originated in "InDesign".

5. If a firm is submitting qualifications in multiple categories, can we provide 3 pages of information for each category under "Firm Capabilities"? For example, if we were submitting qualifications in 7 categories, there would be 21 pages for firm capabilities and 4 pages for the cover letter, disclosure statement and contracts for a total of 25 pages. If this is correct, can we exceed the 25-page limit if we submit on 8 or more categories??

Answer: Yes, proposers can exceed the 25 page limit by 3 pages for each category over 7.

6. The second to last bullet on page 5 asks for a one-page list of contracts the past 10 years with GLWA. Should this be GLWA and DWSD?

Answer: Yes

7. Can the native Excel file of Exhibit B Firm and Staff Experience Matrix be provided? Can this be printed on 11x17 paper in the SOQ?

Answer: See answer #9.

8. Is it necessary to fill out Part I G – Key Personnel Participation in Example Projects of the Standard Form 330? It appears that Exhibit B is being used to replace this section of the SF 330 form?

Answer: Yes it is necessary

9. The experience matrix for Exhibit B from your site is in pdf format, is there any way to get this in excel format so it can be more easily completed?

Answer: Yes, an excel version of the staff matrix will be uploaded to MITN and www.glwater.org.

10. The instructions request 10 copies, and two electronic copies – one in pdf format and one in word/excel. Do you want the entire SOQ in Word format?

Answer: One (1) electronic response is to be submitted in WORD and one (1) electronic response is to be submitted in a “pdf” file (with the exception of forms which are to be submitted in the format in the SOQ request and bulletin.) (The staff matrix attachment will be uploaded to MITN and www.glwater.org in the Excel format.

11. The request for SOQs states “Firm’s Capabilities: This section must demonstrate the firm’s capabilities to provide each professional services category and practice area in which the firm is seeking prequalification”. We are interested in submitting for multiple professional services categories. Does it mean we need to submit a single response with multiple “firm’s capabilities” sections in it or multiple submittals each addressing one professional services category?

Answer: Proposers seeking pre-qualification in more than one (1) area of expertise are to submit a single response addressing the multiple capabilities.

12. Noting the large volume of green infrastructure related work as a part of your organization’s permit compliance needs, is it possible to ask you which specific professional service area they will fall under?

Answer: No

13. On Page 4, Item D.2.b – indicates the SOQ cannot be more than 25 pages in lengths, excluding the Exhibits. Page 5, 6 and 7 identify Exhibit A, B, C, D and E. It is our understanding that these Exhibit’s would be outside the page limit of 25. Please confirm.

Answer: Confirming, exhibits are not included in the 25 page limit.

14. On Page 5, Item D.2.c – identifies the limit on number of pages to be utilized for certain items. The total of these pages amount to 7. Are we free to use the remaining 18 pages as we feel appropriate? Please advise.

Answer: Yes

15. Due to the upcoming holidays is it possible to postpone the Statement of Qualifications Due date?

Answer: Yes, the DUE DATE of the Statement of Qualifications has been extended to December 21, 2015 reference bulletin #2.

16. Your request for qualifications asks us to “Identify all contracts during the past ten years under which your firm has provided services for GLWA, as a prime consultant or as a sub-consultant at any tier. Identify the GLWA project manager for each such project (limited to 1 page).” Should we include our professional services to DWSD, Oakland Co., Wayne Co., and Macomb Co? Should we include both professional services categories identified in Exhibit E and additional professional services provided, such as traffic and roads?

Answer: It is up to each firm to determine which contracts over the last ten years they provide in their Statement of Qualifications.

17. In section D. 2. b. Format, it states that each copy shall be on “8 ½” x 11” size paper”, the Exhibit B “Firm and Staff Experience Matrix” is provided on 11” x 17” paper can we submit this Exhibit on 11” x 17” paper or do we need to format to 8 ½” x 11” size paper?

Answer: Yes, “Firm and Staff Experience Matrix can be provided on 11” x 17” paper.

18. It states on page 6 of 10 that “In SF-330 part I.F. provide data and description for at least three but no more than ten projects that best demonstrate your firm’s qualifications to perform the required services in that professional service category and practice area.” Based on this language, it appears that we can submit up to 10 projects for each professional services category and practice area to demonstrate our ability to perform the work. It is our understanding that according to this language, if we were to attempt to pre-qualify for all 17 professional service categories, we could submit 10 projects for each category which would be a total of $17 \times 10 = 170$ projects. Is this a correct interpretation?

Answer: Yes

19. Our firm is planning on submitting an SOQ for the above mentioned project. We would like to know if you would be able to provide the form in Exhibit A Staff Matrix Firm Expertise in Excel format.

Answer: Exhibit A is Federal Form 330 and only available in “pdf” format. Exhibit B is the staff matrix and an excel version will be uploaded to MITN and www.glwater.org