



PUBLIC WORKS DEPARTMENT
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Questions & responses received after the Pre-SOQ Submittal Meeting:

1. **Question:** Section 3.1.5 asks for information that is to be compared to the applicable statistical standards for its business category for the most recent three-year period. It appears that the most recent period from the Bureau of Labor Statistics is 2013. Is it acceptable to use comparative data for the years 2011, 2012 and 2013?

Answer: Data should be for the most recent three years (2012-2014) for comparison with USBLS 2013 base.

2. **Question:** Will the City lower its requirements of Section 3.2 of the RFQ, Experience Summary?

Answer: This section clearly states that respondents must meet minimum experience requirements equaling one or more design-build projects of any type, not less than \$5 million in construction Value. Also two or more advanced water or wastewater treatment plant projects not less than \$3 million in construction value, and three or more projects employing and MBR process.

The City will not lower its requirements that are stated in Section 3.2 of the RFQ, because of the City's minimum requirements, there may have been firms that did not attend the mandatory Pre-SOQ meeting and would now be unable to submit their SOQ.

3. **Question:** Can a team member, that attended the Pre submittal conference, and will be a subcontractor to the Submitting Entity, qualify as an attendee at the Pre submittal conference on behalf of the Submitting entity? If so, did the attendee have to sign in as the Submitting Entity, or did an employee/representative of the submitting entity have to be present at the Pre Submittal conference and sign in as the submitting entity?

Answer: The only requirement is that a team member attend the pre-submittal conference to ensure that the team receives all appropriate information that is distributed by the City. Attendance at the pre-submittal conference is the key criteria and not how the attendee signs in.

4. **Question:** Per 3.2.3 Section of the RFQ- This section states that the D/B team MUST have already functioned together to complete a project. The following sentence in 3.2.2 asks for the

description of at least one project not less than \$5 Million in value, in which both the design and constructor team members had primary responsibility for project completion. Is this \$5 Million project, a project that the team members have functioned together on already (per the first sentence) or are they also projects, that meet the \$5mm project value, but that the team members may have completed independent of one another?

Answer: Section 3.2.2 addresses the Constructor's experience and requires that the Constructor has completed at least one \$5 million DB project. Section 3.2.2 does not mention "primary responsibility for project completion". Section 3.2.3 establishes a requirement for the designer and constructor to have functioned together to complete a project. Section 3.2.3 does not require the \$5 million (or larger) project to have been a design-build; the key requirement is that the engineer and the constructor have worked together to complete a \$5 million project. This could be a design-bid-build type project.

5. **Question:** Section 2.3.4 (page 2-3 of the RFQ) asks for a copy of the proposer's organizational documents. Do these documents count towards the 20 page limit or are they required in the appendix?

Answer: Yes, the organizational documents would count towards the 20-page limit. However, the proposer may provide the organization document in an appendix to its proposal, and should indicate within the 20-page proposal where the organizational documents are appended.

6. **Question:** Will the shortlisted firms be required for an interview in the technical proposal stage?

Answer: Short-listed teams may be invited to participate in an interview with the City. If the City determines to proceed with contracting for these services, a review panel might then interview the selected teams or individuals.

7. **Question:** Can you please clarify what 'terms of engagement' means in Section 2.3, #6 of the RFQ? It states "include specific role on projects, construction value, and terms of engagement".

Answer: "terms of engagement" refers to the contractual relationships between the parties. In this case, was the respondent the prime construction contractor, a management firm retaining the construction contractor and the engineer, the engineering firm that retained a construction contractor, etc.

8. **Question:** The experience listed within section 3.2.1 must be within the last five years or if projects slightly older than that is acceptable?

Answer: The intent of the requirement is so that Members of the Design Team have had experience meeting the minimum experience requirements. The minimum experience requirements can be met by any member of the design team, including the design engineer of the proposed equipment supplier.