

RESPONSES AND CLARIFICATIONS  
TO THE REQUEST FOR PROPOSAL NO. 78

**Q1: Is this a public RFQ? It is on your City website, but we were also sent this RFQ directly. How many other firms were sent this RFQ directly? We are trying to get an idea to the number of respondents.**

A1: Yes, this is a public RFP. RFP No. 78 was sent out to a wide range of firms offering structural and/or mechanical engineering services.

**Q2: a. On page 6 of 13, for A. Fee Schedule: States to include a schedule for lump sum fees based on actual construction costs for projects not exceeding \$300,000. Could you provide more detail about the average project cost, and an average amount of projects we would be contracted to perform services on?**

**b. Is there an actual: project, project scope or project size in the RFP, or is the project size 'not to exceed \$300,000' per the Fee Schedule on page 6 of 13?**

A2: The average project cost is expected to be \$100,000 – \$150,000. The assignment of project will be based on several factors, including but not limited to:

- i. Becoming a pre-approve firm through this RFP process and on the shortlist of firms with Master Service Agreements.
- ii. Responding to a project specific RFP when the need arises (i.e. there are specific details on a specific project).
- iii. Ranking the highest firm in accordance with the response to the RFP referred to in item ii above and the District evaluation of the proposals received.

The District intent is to have several firms on the short list each with an executed Master Service Agreement. As projects requiring structural and/or mechanical engineering services become available, the projects will be assigned to one or more of these short-listed firms as stated above.

**Q3: Under the on-call contract, what types of services are you looking for consultants to perform? Are these mainly assessments and investigation type services? We are assuming this is the case as it seems not to pertain to architectural design. Please clarify.**

A3: The services are intended to be for stand-alone projects needed by the District's Facilities and/or M&O Depts. They may include assessments, investigations and/or comprehensive mechanical and/or structural engineering design services. In addition, the selected firm(s) may be required to serve as the structural and/or mechanical engineering firms, as the case may be, for portions of any

modernization or new construction project that may require stand-alone mechanical or structural engineering services.

**Q4: How many consultants will be awarded contracts for the 3 year duration?**

A4: The final number of firms to be selected has not been determined by the District at this point. It is dependent on the evaluation of proposals and firms who respond to the RFP. However, it is anticipated that between 4-7 firms will be selected for each discipline.

**Q5: Under Contents of the Proposal, Item 3. Consultant Firm Data, section c. Capacity & Methodology on page 6, we are asked to include our estimated timeline schedule of services. However, we do not know the scope of the specific project at this point. Please explain this requirement.**

A5: The engineering services anticipated by the District will require immediate start and accelerated performance by the selected firm(s). The intent of Item 3 was for the responding firms to identify what type of schedule they anticipate to have in starting the project and accelerating their work performance.

**Q6: Would the award of this RFP preclude a firm from pursuing other work with the District?**

A6: No.

**Q7: Questions are due on Monday, May 31<sup>st</sup> which is a holiday. In order to allow time to answer the questions and distribute to the interested engineering firms, have you considered extending the deadline beyond June 9<sup>th</sup>?**

A7: The Monday 31<sup>st</sup> deadline was to provide the responding firm with additional days over the long weekend (vs. a deadline of Friday, May 28). The deadline for submission of proposals is still June 9<sup>th</sup>, 2010, at 4:00 PM and will not change.

**Q8: Is there or will there be a separate Architectural Pool? If so, are they also listing sub-consultants such as Mechanical and/or Structural Engineers? And how will that work with the Mechanical and Structural firms which will be shortlisted for RFP #78?**

A8: Yes, the District has a separate pool of pre-approved architectural firms. They use and will be allowed to use their own engineers consultants on the projects they are assigned by the District, subject to approval of the engineers consultants by the District. As stated earlier, the intent of this RFP is to create a list of pre-approved mechanical and structural firms for smaller size, stand-alone projects.



**Q9: On Page 3 the RFP specifically states the each of the disciplines should “Retain other sub-consultants to perform minor supporting services...” Is it required to specifically recruit sub-consultants or is it sufficient to list the names of firms that the engineer has successfully worked with and may call upon if their services are needed?**

A9: It is anticipated that selected firms may need to have other engineer sub-consultants to perform minor work associated with a particular project. Respondents must list at least one firm in each of the following disciplines that they work with on a regular basis:

- For Structural Engineering Services: architect, mechanical engineer, electrical engineer, and at respondent’s option, civil engineer and cost estimator.
- For Mechanical Engineering Services: architect, electrical engineer, civil engineer, and at respondent’s option, cost estimator.

Please be advised that at a later date through the evaluation process, the District may request the following information about the respondent’s consultants: resumes, licensing, firm experience, statement of availability on short notice and ability to perform services on an accelerated schedule, experience with DSA, and rate schedules for all professional staff to be assigned from each sub-consultant need to be provided.

Where the firm has in-house capability in any of the required disciplines, respondent need to include the same information for each such discipline.

**Q10: On the Facilities Business Outreach Registration form – See below Please clarify if we should check the Electrical, HVAC, & Plumbing Services box if we offer these as a Design Engineer Service but not as a contractor.**

A10: The Electrical, HVAC and Plumbing services are categorized on the Facilities Business Outreach Registration form as public works. Please check the engineering box instead.