



## Design and Engineering Services for City Park Sidewalks and Shared Bicycle and Pedestrian Paths

### RFQ QUESTIONS

1. Is a copy of Secretary of State registration required? (page 5)

*Not required. Will be verified by CPC staff.*

2. Does the cover letter count towards the page limit?

*Yes.*

3. Page 7, Tab 1: *provide a work schedule demonstrating staff complete tasks on time and on schedule.....*can you elaborate on what you are looking for here and/or provide an example?

*For the staff included in the SOQ, please give a couple of examples of project tasks and schedules on their projects that were successfully met or reasons they were not. An example of a circumstance contributing to a delay could be "client did not review 30% designs according to schedule."*

4. Is it a requirement to have a DBE firm as part of the team?

*Not a requirement. Please review CPC procurement policies in Appendix A.*

5. We plan to include a Surveying sub. Do we need to include them in our proposal (or any other subs)? If so, what information do we need to include?

*It is not a requirement. If the information about the sub fits within the page limit, you may include it.*



6. Page 3, Background and Scope of Services: Lists two projects within the scope of work. Should respondents submit a separate response for each of the projects?

*No.*

7. Page 6, Section 5 "Submittal Response Requirements": States that the proposal font size must be no smaller than 11-point; however, it does not specify a required font type. Is there a preferred or required font family, or may firms use any professional, legible font?

*No preferred font.*

8. Page 6, Section 5 "Submittal Response Requirements": States that "Required forms, resumes, covers, sub-tabs and dividers do not count toward the 10-page limit." Could you please clarify what documents are considered "Required forms," as no required forms appear to be included with the RFQ?

*Correct. That is standard CPC solicitation language that should have been removed. There are no required forms.*

9. Page 7, b) Tab 1: Should the organizational chart identify only key personnel, or should it also include supporting staff and subconsultants?

*Please include personnel that would work on the project, if awarded. If that includes supporting staff and subconsultants, include those individuals.*

10. Page 7, c) Tab 2: States respondents are instructed to include the "design schedule and how the firm anticipated and avoided delays with the LADOTD submittal and review process." Should this information be provided for each of the three project examples submitted, or as a single narrative describing the firm's overall approach?

*Either is acceptable. The intent is to see the respondent's view of a typical design schedule for this scale project.*



11. Appendix B - Insurance Requirements: Outlines the required insurance coverages and limits for the selected consultant. However, the RFQ does not indicate whether proof of insurance or certificates of insurance are required as part of the SOQ submission. Please confirm whether insurance documentation is required with the proposal or only after consultant selection.

*After consultant selection.*

12. (second part of previous #9 Question below) - Page 7, b) Tab 1: if supporting staff and subs are to be included on the organizational chart, do you want me to also include their resumes as well?

*No, that is not necessary.*

13. Page 7, c) Tab 2: is there a page limit for each of the 3 projects proposed?

*No page limit for projects. Total submission should not exceed 10 pages, excluding resumes, covers and tabs.*

14. In the Project Experience section, the RFQ notes that "at least 2 [of our comparable projects] should be LaDOTD projects." I wanted to confirm if these should be projects where LaDOTD was the project owner, or if any comparable project is acceptable as long as LaDOTD funding was used.

*CPC is looking for a firm's experience on projects that have LaDOTD funding. LaDOTD does not need to be the owner of the project.*

15. We were hoping for further clarification on the following bullet:

Tab 1: Staff Experience and Capacity, the last bullet "Provide a work schedule demonstrating staff complete project tasks on time and on schedule."

Is the intention of this request for each team member to show how they would participate in the proposed scope of work for this project and how much of their time would be dedicated to this project? Any clarification on this requirement is appreciated.

*Yes, that is the request. "If awarded, employee X will spend X% of time on project."*



16. We understand that a contract for surveying Zachary Taylor Drive has been let and that a survey is needed for the Palm Drive Sidewalks. Will City Park or DOTD contract with a surveyor for Palm Drive or should we include a surveying firm on our team?

*City Park Conservancy will contract with the surveyor. You may include a surveying firm on your team.*

17. Can you let us know if there are any required forms that need to be included with the response? For example, should we provide a Certificate of Insurance? And can the supplemental resume pages be in a font smaller than 11pt.

*There are no required forms. That is standard CPC solicitation language that should have been removed.*

*We prefer 11 pt font but if the firm's resumes are already formatted for a smaller font, that is acceptable. A reminder that the resumes do not count towards the page limit.*