



To:

From: Isaac Butman, Assistant to City Manager

Date: August 28, 2023

Subject: RFP #2023-07 Answers to pre-proposal questions

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Tours are still available upon request. We may need up to 3 work-week days to schedule tours.

1. On page 4 Section 1.7 in the scoring table, it states a max page count of 20 and on page 12 section 3.2, it states a max of 26 pages. Could you please clarify total max pages and page count for each proposal section? (side note, section 3. Project Management & Quality Control does not have a page count).

**Answer:** Page counts clarified:

**Introductory Letter:** 2 pages

**Exhibit A:** 1 page

**Organizational Structure and Experience:** 8 pages

**Project Management and Quality Control:** 2 pages

**Project Team:** 4 pages not including resumes (limited to 2 pages per resume)

**Project Understanding and Approach:** 8 pages

**Schedule:** 2 pages

**Total pages: 27**

2. Do resumes count toward the page count in section 4. Project Team?

**Answer:** Resumes do not count toward page count, but are limited to no more than two pages each.

3. Section 2. Org Structure & Experience states "Provide a list of three projects or contracts in which the proposer provided (or continue to provide) hydrogeologic services similar to the tasks identified in the scope of work in Section 2.1." I think it's safe to assume you mean architectural/master planning instead of Hydrogeologic?

**Answer:** We mean architectural/master planning services.



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4. Section 2. Org Structure & Experience asks for Project Costs for each project example. Does that refer to fee?

**Answer:** Project Cost as used in this section refers to the fee charged for the planning work.

5. Both sections 2. Org Structure & Experience and 4. Project Team reference an org chart. How should these differ from each other?

**Answer:** These do not have to be separate, but could be separate. A project team could be a separate group that is a portion of the organization, or the project team could be the entire organization. We want to understand what the firms capabilities/structure is, as well as the project teams, regardless of the overlap or lack thereof.