

Questions for Clarification Received by the ARPC

1. Is there a DBE or MBE participation goal?

There is no DBE or MBE participation goal.

2. Will there be one firm selected to cover all tasks? Or will multiple firms be selected to cover specific tasks? If it's the latter, how is scoring affected? Is there value in submitting for all tasks versus specific tasks?

Each firm may indicate which services they are interested in providing. Please indicate which services and respond accordingly. If multiples services will be provided, substantiate all services. A respondent may apply for each service separately, with ranks being assigned for each service.

3. Within the list of tasks, would preparing/evaluating grant applications be included?

Preparing and evaluating grants could potentially be included, specific to each category, and as the need arises.

4. What is your schedule for interviews?

We do not have a schedule for interviews. Interviews are subject to selection and will take place after the evaluation phase is completed.

5. How many print copies are needed? The checklist on page 19 shows 5 copies needed and the Instructions for Responding on page 21 shows 7 copies needed.

Please provide seven copies.

6. Page 25 references a chart in Attachment A that must be completed. However, there is no chart in Attachment A "Receipt of Addendum Form."

Please see chart on the webpage.

7. Does the firm submitting need to offer all the services listed?

No – services are to follow the following four categories: engineering and environmental services; geotechnical services; GIS services; planning services.

8. It appears that ARPC intends to award separate contracts for each of the categories (as listed in Section 1.2). If this is the case, would ARPC please consider dividing the "Engineering and Environmental" category into at least two categories: one contract for civil infrastructure (e.g., wastewater treatment, stormwater design, etc.), and a separate contract focused more on ecological restoration?

We will not divide these contracts. If the firm is more focused on ecological restoration, this would be considered when we look at future scopes of work on an individual basis.

9. Is it possible for ARPC to award multiple contracts for each category, which would allow some projects to be awarded to smaller specialty firms?

Yes, ARPC can award multiple contracts for each category.

10. For the example projects requested, would the ARPC please consider increasing the recency requirement from 3 years to 5 years?

The ARPC will consider projects over the last five years.

11. Please provide a copy of ARPC's terms and conditions for the proposed contract.

The contract terms and conditions will be discussed if invited to negotiation.

12. Can you please define the breakdown regarding how points will be awarded for local consideration? For example, is it possible to receive partial points?

Local consideration is offered to businesses who have physical operations in the ARPC Region. There will be no partial points for this category.

13. Can a firm submit as a prime and separately as a subconsultant to another team(s)?

Yes, a firm may submit as a prime and separately as a subconsultant to another team.

14. Can a consultant pursue only certain categories? If, so, will that negate their scoring when compared to full-service consultants who pursue all categories?

The respondent shall select which services they are able to provide the ARPC, engineering and environmental services; geotechnical services; GIS services; planning services. Only the selected services will be scored.

15. Can a firm, submit as a prime and separately as a consultant to another team?

Yes, this is permissible.

16. Do we need to submit a team (including subconsultants), to do ALL the services or only submit what we do in-house?

Please only submit services that you are capable of performing in-house.

17. Tab 1 Letter of Interest is limited to 2 pages. Are there page limitations to Firm Profile & Qualifications, Project Experience, Project References, Project Execution, Permitting, and Grant Experience.

No, there are no limitations on these sections.

18. Does the ARPC intend to select multiple firms for this contract and please clarify if multiple firms will be selected for each of the 4 professional service categories?

The ARPC intends to rank no less than three firms, as applicable, for each service.
The ARPC reserves the right to contract with firms as it deems appropriate.

19. The RFQ is 8-1/2 x 11 paper, however, would you allow an exception for the Organization Chart to be placed on 11x17 paper?

The organizational chart may be printed on 11x17 paper, provided the page is folded and contained within the 8-1/2 x 11 package.

20. The RFQ references that the respondent has read and understands the Contract terms and conditions (Section 2.14). Will the ARPC provide a Sample Contract/Terms and Conditions so that respondents may review?

The contract will be negotiated after selection.

21. How does the ARPC plan to equitably evaluate respondents who reply to different professional service categories?

Each service category shall have rankings assigned to them independently of the others.

22. Section 4.1.4.2 states, "The label provided in this RFQ must be securely affixed to the lower left-hand corner of the outer-most packaging such that it can be observed without breaching any portion of the package". A label was not identified in the RFQ. Could you please provide the label, or confirm the location of the label in the RFQ?

The label has been provided on the website.

23. What is the intended duration of the contract term?

The contract shall be awarded for three years with the option for a two-year extension, at the discretion of the ARPC.

24. Who will be on the Selection Committee?

The selection committee is comprised of the ARPC staff.