

RFCS# 186
Request for Consulting Services
Questions and Answers

1. Availability of the Project Director and Project Manager within the Sacramento Metropolitan Area: Would location in the East Bay be acceptable, assuming we are available for meetings in Sacramento with no travel cost for the project?

Answer: Yes, but availability to the Council would need to be prioritized. In addition, the firm could not charge the Council for travel or room and board in the Sacramento Metropolitan area for firm's staff or sub-consultant staff conducting work in the Sacramento Metropolitan area under this effort. The firm would need to make a statement that they will accept this condition in the impending contract.

2. Item 1. Experience of the Firm. What defines a project for the purpose of the evaluation? Would multiple task orders over a period of several years constitute more than one project if they touched on different areas?

Answer: Yes, this would be accepted as multiple projects over several years. The projects would need to be described in detail to be considered multiple projects and in different areas of expertise as described in the solicitation.

3. Item 1. Experience of the Firm. Is there a specific time window for individual projects, i.e., projects performed over the past 10 years, or some such boundary?

Answer: There is no limit to the specific time window for individual projects, but the responder should notice that the Council will favor experience of the firm which is directly linked to the firm staff or sub-consultant staff who would be performing the work for the Council.

4. Item 2. Experience of Personnel. The Firm(s) Staff Experience scoring sheet is organized similarly to the Technical Services scoring sheet. How will the evaluation be affected if more than one staff person is identified in a technical area? Specifically, this relates to the number of projects and the years of experience.

Answer: The Council will consider additional staff personnel and their experience as an accumulation of years of experience, e.g. 3 staff persons with 3 years of experience each would equate to 9 years total staff experience. The responder is noticed again to provide a description of how the staff identified (who are being proposed to work on contract tasks) and their years of experience would be used and managed to carry out the contract tasks.

5. Several sections of the RFCS reference the potential for interviews (for example, Section 4(e) on page 9 and Section 5(b) on page 10). However, the schedule of Key Action Dates in Section C(1) on page 8 does not include an interview timeline or period. Are interviews anticipated to be part of the selection process? If so, what would the weighting be between the SOQ/written submittal package and the interview for the purposes of the selection?

Answer: Interview process would be part of the Evaluation Process. The Council Evaluation Team could call upon interviews to assist in evaluating the submittals and use the combination of

the submittal and the interviews to evaluate the respondents. All respondents are not guaranteed an interview.

6. "Item 1: Experience of the Firm" on page 14 of the RFCS includes a three-page limit for responses. Is it acceptable to use an 11"x17" page size? If yes, would these count as one page or two pages each?

Answer: Only 8 ½ x11 will be acceptable in order to keep this section of the submittal succinct. As a suggestion, the firms will be able to expand more on Item 2 for Expertise of Personnel to reflect the firm staff that will be working on the contract.

7. The "Evaluation Criteria Breakdown of Scoring Ranges" for "Item 1: Experience of the Firm" considers the number of related projects for services and subservices 2-6, but instead considers years of experience for service 1 (Project Management) and service 7 (Public Relations). Is this difference intentional?

Answer: Yes the difference was intentional in item 1, because the Council evaluation team thought the firm's experience for project management and public relations would be represented by the number of years a firm has been practicing those expertise. The Council evaluation team gives notice to firms that related projects for project management and public relations experience should be addressed in item 2 (experience of personnel) were firms can discuss related projects that are specific to staff working on the contract.

8. "Item 3: References and Quality Assurance" on page 17 of the RFCS requests three references. Are references required only for the prime respondent or may they be submitted for subconsultants as well? Are additional references permitted beyond the three requested?

Answer: References are mainly for the prime, but any sub-consultant that is being proposed to perform the bulk of expertise required could also submit references. The max total would be 3 references for the entire submittal, for both primes and sub-consultants.