

QUESTION AND ANSWER NO. 2

CITY OF DUVALL 2025 ON-CALL CONSULTING SERVICES – PW AND DCD

Date of Issue: April 7, 2025
Bids Due: April 15, 2025 at 12:00pm

Notice to All Plan Holders:

This document includes all submitted questions received by the City prior to noon on Monday, April 7, 2025. This is not considered an addendum and is for clarification purposes only.

CONTRACTOR QUESTION/CLARIFICATION

The City has received four additional questions/clarifications prior to the date above.

1. **Question:** For firms submitting on multiple specialties, is it acceptable to integrate information such as the project team into a unified narrative to reflect a cohesive team approach, while still separating out the understanding and approach for each specialty? Or would you prefer that each specialty be presented as a fully standalone section, including its own project team and firm information?

Answer: My preference is that the specialty sections would be fully standalone and can easily be separated, but you can reuse the same narrative for multiple specialties.

2. **Question:** Is the order in which the requirements are listed in the RFQ the order that they should be in the SOQ?

Answer: Order doesn't matter.

3. **Question:** Your requested writeup sections do not align with the Selection Process criteria. Can you clarify how these align so we can respond accordingly?

- Project Understanding and Approach
- Project Experience/References
- Project Team

versus

- Statement of Qualifications
- Project Team Structure / Experience and Expertise

- Previous Examples

Answer:

-Statement of Qualifications is the explanation that your firm understands the scope and needs of the City and explanation of firms history and why they're experienced/qualified.

-Project Team Structure / Experience and Expertise is based on the individual consultant team members proposed for the team, the structure, availability/flexibility, and their individual qualifications.

-Previous Examples are scored based on the minimum of three projects / contracts with similar scopes. The pervious examples will show specific experience in planning/engineering with other municipalities.

4. **Question:** For the page limit, do only the following sections count towards the 5 pages given that the requirement is per specialty being submitted on?
- Project Understanding and Approach
 - Project Experience/References
 - Project Team

Would these sections be outside the 5 page limit, given they are sections about the company overall?

- Cover Letter
- Contract Terminations
- Legal Proceedings
- Conflicts of Interest:

Is there a total page limit?

Answer: Only the project understanding and approach, project experience/references and project team count toward the 5 pages per specialty being submitted on.

The cover letter and answers to the legal questions do not count toward the 5 pages.

There is not a specific page limit as consultants can submit on multiple disciplines.