

NORTH TEXAS MUNICIPAL WATER DISTRICT
REQUEST FOR QUALIFICATIONS
FOR CONSULTING SERVICES IN FY 2019 THROUGH FY 2021

QUESTIONS AND ANSWERS

JULY 31, 2018

1. *Per the pre-response meeting we are able to submit qualifications for up to four categories. Does this mean we need to submit a separate Statement of Qualifications (SOQ) submission for each category or do we submit one SOQ with qualifications for all four categories?*

Answer: The respondents are required to submit one SOQ for up to four categories and the SOQ is limited to 20 pages no matter how many categories it includes.

2. *Is geotechnical engineering consulting and materials testing services included in this request?*

Answer: No. This Request for Qualifications (RFQ) is only for the eight categories listed in the Information Form. Services not included in the categories, such as geotechnical and surveying, are typically not contracted directly by the District but are procured by the prime consultants.

3. *If we have sub-consultants, how do you prefer that we distinguish the various forms for different consultants? Should we separate by tabs, or some other method? The RFQ notes that "District is only looking for prime consultants in the categories listed". Does this mean that responses from a team made up of prime consultant and sub-consultant(s) is not allowed? Or will NTMWD consider a submittal of team led by local prime and including local/non-local specialty sub-consultants? "*

Answer: The purpose of this process is to select pre-qualified consultants for further consideration of the individual project needs. The prime consultants are the focus and no detailed plan on teaming with sub-consultants is necessary at this time. Therefore, the evaluation will be based only on the qualifications of the prime consultants.

The respondents may choose to include the information of the sub-consultants they plan to utilize for future projects. However, in order not to complicate this process, the qualifications of the sub-consultants will not be reviewed as part of this evaluation.

We recognize that most of the District projects do not cover all aspects of the projects' categories. Therefore, it is not required for the respondents to team up with others to present their qualifications in all aspects of each category they choose. The respondents may emphasize their strength in certain areas of each category. For example, under the "Project Management and Construction Management" category, the respondents may emphasize their qualifications on only Project Management, or only Construction Management.

4. *I may submit our sister company who is a current DBE in California and other states, would I need to do an interstate transfer? Or is this something that we may obtain easily? Also, I noticed a lot of the questions refer to "local" status, do we need to be a local business to submit for the RFQ?*

Answer: While we do not have DBE/MBE/WBE in our evaluation criteria, we are looking for the most qualified consultants including DBE/MBE/WBE firms who are capable of delivering our projects with good quality and high efficiency.

We encourage all the qualified consultants to submit the SOQs. This is not limited to local businesses. However, local experience and staffing level is a factor when we evaluate the SOQs.

5. *On the 20 page limit, are we required to use the MS Word forms (included with the RFP) for the entire submittal or can we add our own documentation as long as it meets the 20 page limit, font and margin requirement?*

Answer: The MS Word forms are required to use but not necessarily for the entire submittal. If the respondents wish to present supplementary information in addition to the information required in the three forms, such pages will also be counted toward the 20-page limit and must follow the format requirements.

6. *Do the key personnel forms count against the overall 20-page limit for the SOQ? The form seems to be set up to contain qualifications for only one staff member per page. Are the Key Personnel Forms required to be an entire page per person or is it acceptable to include two people per page?*

Answer: Yes, the key personnel forms count against the 20-page limit. As explained in the pre-response meeting, the form may be revised to list more than one staff member per page. However, the required contents for each staff member shall not be altered.

7. *In the RFP there are instructions for the formatting of our submitted statements of qualifications. It is our understanding based on the instructions that the forms are intended to serve as a guide for the information to be contained in our response. The format or layout of the form is irrelevant to our submittal as long as each element contained in the form is also contained in our submittal. This understanding means that we are able to format our pages in any way we deem necessary to be competitive. Is this a correct understanding of the instructions?*

Answer: We expect the respondents to use the layout of the forms we provided and only change the space and number of projects (rows) in each form.

8. *Regarding the Recent Experience Form – I understand that this form should include only FIRM experience, and not include recent experience by current staff if that experience was gained while working for a different firm. In the event that 2 firms merged within the past 5 years, can the recent experience of each of those firms be included?*

Answer: If two firms merged and currently are operating as one firm, only one SOQ can be submitted. The recent experience of both firms may be included in the SOQ.

9. *In the pre-submittal meeting, it was recommended we create separate category specific forms for each category for which we are submitting. In the meeting, we assumed this was to submit project experience done by our firm specific to each category. Can we also submit different project team members for each category, given that our project manager has experience matching some of the categories and we may consider showing a different project manager for a different category?*

Answer: Yes, submitting the recent experience form and key personnel form by category is encouraged.

10. *Are we allowed to input key personnel forms after each category of projects (recent experience forms) instead of one section with all of the projects and another section with all of the key personnel forms? For example: recent experience forms for category X and immediately following the key personnel forms for category X. Then we continue on with category Z recent experience forms with the key personnel forms of category Z immediately following and so forth.*

Answer: Yes.

11. *Can we include project experience performed from other firm offices, if our local resources were involved in the projects?*

Answer: Yes, the project experience is not limited to local projects.

12. *In order to submit on the above referenced RFQ, is it your intent that firms need to both mail a USB flash drive in addition to emailing the SOQ as well?*

Answer: The intent is to either mail a USB/CD OR email it. It is not necessary to do both.

13. *Would NTMWD like any hard copies of this submittal in addition to the digital? If so, how many?*

Answer: We only accept the digital submittals. No hard copies are needed.

14. *Will NTMWD provide a copy of the general Professional Services Agreement including insurance requirements?*

Answer: A copy of our Engineering Services Agreement template is attached.

15. *Can you provide short descriptions to the projects listed on the Preliminary Project List for FY 2019 and FY 2020?*

Answer: We have added short descriptions. An updated version of the preliminary project list is attached.