



December 5, 2014

**The purpose of this document is to publish Frequently Asked Questions (FAQ's) in regards to the Request for Statement of Qualifications for the 2015 Pinal County Annual On-Call Solicitation.**

- Q. Do we submit 1 SOQ booklet for all the disciplines we are going after or one for each? **Submit separately for each discipline.**
- Q. Is it a maximum of 10 pages per discipline or 10 pages total no matter how many disciplines? **Each submittal has a 10 page max limit to address the SOQ criteria. This does not include resumes or appendices.**
- Q. Will there be a pre-proposal briefing? **No.**
- Q. **Revised-** In regards to the Development Plan Review footnote...Can we still have another member of our firm as the applicant for a PW project as long as it is not the engineer listed in the key personnel for the Dev. Plan Review? **Yes.**  
~~Does that mean the entire firm may not represent a project during the contract time?~~ **Yes.**
- Q. Can you clarify what Right of Way means? Is it referring to acquisition services or something else? **For clarification: property and easement acquisitions; assistance and planning relocations, local, state and federal permitting; tribal liaison, cultural and environmental permitting.**
- Q. Under the Architectural element, the RFQ states that landscape architecture should be included. Can landscape architecture qualifications be submitted independently of architectural requirements? **Yes.**
- Q. For Water Resources – are we limited to the elements indicated in the notes section or do you anticipate any water resources planning and/or water resources availability evaluations? **What's listed is not comprehensive in scope. Please list all of your firm's capabilities.**
- Q. When approaching projects under these contracts, does the County pick individual consultants from the On-Call list to meet project scope? **Yes.**
- Q. If a FIRM is considering going for multiple services (example, General Civil and Water Resources) did you want to see separate SOQ packets? **The notice calls for general civil to include water/wastewater in it, outside of that yes they should be submitted separately.**
- Q. Is it correct to interpret the SOQ regarding water to mean potable water design or does that include surface drainage as well? **It is potable water.**
- Q. For the General Civil discipline, should we show a complete team including subconsultants to cover all the services or will these additional services come from the other County lists. **The intent is to award to a firm based on their capabilities. We will award for the other disciplines separately.**
- Q. Under the General scope of services heading the RFQ says, "Firms may submit on any one or all of the services listed" is it anticipated that a separate SOQ will be submitted for each services line? **Yes, each discipline should be submitted under separate cover. The footnotes refer to what should be included with those disciplines.**

- Q. In the RFQ, "Architecture" is one of the disciplines listed in the scopes of work, but note (3) asks for capabilities in landscape architecture. Is the intent for a landscape architect to be a prime consultant or an architect? Is there an architectural component to the scopes of work? Has the CIP identified potential architectural projects? **The RFQ should state "Architecture - Planning" which will be the primary consultant, the Landscape Architect is only a sub-consultant.**
- Q. There has been some interest with an environmental sub about teaming up. I would guess/assume that if we were selected and assigned a federally funded project, we would just use one of your environmental/NEPA on-call firms. Same goes for geotechnical services. So I am not seeing a need to team unless you advise otherwise. **If your firm is the primary consultant you would not be bound to use one of the County's on-call consultants as a sub.**
- Q. Are Consultants allowed to put a cover page (show's only client name, statement of qualifications title, date, and possibly some images)? Is this counted toward the 10 page + 1 page cover letter limit? **No, the 10 page limit is for data pages only, the cover page does not count.**
- Q. Does this RFQ apply to Building Safety "Development Plan Review"? **No, this would be for public infrastructure reviews only.**
- Q. Can you confirm that firms may be selected for multiple disciplines/on-call contract? **Yes.** Is there a limit to how many disciplines /on-call contracts that a firm can be awarded? **There is no limit.**
- Q. If a firm submits for Development Plan Review, no private development work is allowed by key personnel for the duration of the contract. Does this apply to private development work in Pinal County, or anywhere else in the state as well? **Unincorporated Pinal County only.**
- Q. In the list of requested services, archaeological services are listed with environmental services. Would an SOQ for the archaeological services only be considered on this solicitation? **Yes.**
- Q. Is it acceptable to have teams for the individual disciplines (i.e. can we sub to another company to provide surveying services on the water resources/hydrology for example)? **Some projects will require the use of sub consultants, however it is not necessary to list them in the submittal.**
- Q. How many firms will be selected for each discipline? **That has not been determined yet.**
- Q. Development Plan Review section – Will this section include all parts of development plan review, including water lines, sewer lines, street and sidewalk work in the review of development plans. **Development plan review relates to all infrastructure that may be related to subdivision development.**
- Q. It is mentioned in note (7) on the RSOQ that the proposer needs to submit capabilities in financial reviews, rate studies, audits for Public Works construction/ development plan reviews. Should experience in all these types of work be included in our submittal? **Delete the reference to development plan reviews in this item.**
- Q. In reference to the National Environmental Policy Act compliance, the RFQ identifies a contract max amount of \$500,000 for Archaeological and Environmental. How many projects are anticipated over the contract duration that will require these services and what is the estimated dollar amount? **Unknown at this time. Our Capital Improvement Projects (CIP) are at the planning level only and are not sufficiently scoped to know the extent of environmental consultation that may be required.**
- Q. Under the footnote for Development Review the RFQ says " The County has established measurement guidelines for reviews, and the firms' availability to complete work on schedule, as set by the County will be considered in the evaluation." Are the measurement guidelines available for review? **Review times are as follows: 15 working days for 1<sup>st</sup> & 2<sup>nd</sup> reviews and 5 working days for 3<sup>rd</sup> and subsequent reviews.**

- Q. The scoring criteria mentions identifying offices in both Phoenix and Tucson. Is having a Tucson office required for this contract. If not, how will the scoring be impacted if a firm does not have a Tucson office? **Having an office in both locations is not required for this contract. Those firms with multiple offices may receive a more favorable score from the rater of the SOQ.**
- Q. We are interested in submitting for the Archaeological and Environmental discipline as a prime and have been asked to team with another firm. Are there any restrictions that prohibit us from submitting as a prime and also as a sub consultant to another firm(s)? **There are no restrictions.**
- Q. Regarding Traffic Engineering Services – is electrical included in this category (street, signing and intersection lighting)? **Yes.**
- Q. Are there any font requirements? **Font size shall be no small than 10.**
- Q. Is there a limit on how many resumes we can include, or a 1 or 2 page requirement per person? **We will have many submittals to review, please limit the amount of resumes to those that adequately represent your firm's capabilities.**
- Q. In the criteria section that reads "Identify established offices in both Phoenix and Tucson and office work roles of each;" are you inquiring about the functionality of each office or about the role of the key personnel in that location? **Please describe the capabilities of each office and the key personnel.**
- Q. Can you provide guidance about the types of buildings (ex: K-12, higher ed, office buildings, industrial, police/fire stations etc) that will be addressed with facilities assessment / retro commissioning in 2015 for Pinal County? **Building types will include standard Government offices with some public areas and meeting rooms.**

With regards to the Firm's Capabilities – what specifically would you like us to address as it relates to Facilities Assessment / Retro Commissioning services? What was listed seems more applicable to some of the other on-call services listed. **Address your firms' capabilities and personnel experience in the following areas: evaluation of roofing, electric, plumbing and mechanical and safety systems specifying on age, existing condition, life expectancy and current preventive maintenance practices.**