

# Southwest Area Study Frequently Asked Questions

**Q: On page 6 of the RFP it states that we should include ten hard copies and one electronic copy, but on page 11 it states that we should include an original and ten hard copies plus one electronic copy. Which is correct?**

A: Please provide an original, plus 10 copies and one electronic copy.

**Q: What type of information are you looking for on page 13, section 1.8, letter c: a complete set of the Proposer's technical publications related to the proposed contract?**

A: For any planning area studies or similar projects you are including in the pre-award survey section of the proposal, include any technical report produced or other publications resulting from the project(s) that will give the review team an understanding of the quality of report produced by your firm.

**Q: The size of the requested proposals and the number of copies required will not permit the use of a sealed envelope. Will a sealed box be allowed?**

A: Yes, a sealed box will suffice.

**Q: Was attendance at the Pre-Proposal Conference required to submit on this project?**

A: No.

**Q: Is a list of attendees available?**

A: The sign-in sheets from the Pre-Proposal Conference are available on our website: <http://www.camponc.us>.

**Q: What is the budget for the project?**

A: We have a total of \$600,000 – \$800,000 budgeted for the project.

**Q: Can you provide additional detail on the proposal format you are expecting? Are there page limits or format preferences you'd like to see in the proposal?**

A: We have no page limit or format specified.

**Q: The selection criteria include 20% Client Satisfaction. What information is CAMPO looking for to evaluate this criteria?**

A: On page 13 of the proposal, the RFP asks for examples of previous experience with similar projects or tasks undertaken by members of the project team within 24 months, along with contact person and telephone number for those projects. The review team will use this information, along with the pre-award survey information specified on page 12, to determine previous client satisfaction with the firm's work.

**Q: On page 12 the RFP asks for similar projects performed in the last 60 months; page 13 asks for projects performed in the last 24 months. Are these the same projects?**

A: Page 12 refers to projects the firm has completed in the last 60 months. Page 13 refers to projects the team members have completed in the last 24 months.

**Q: Do technical publications need to be provided in hard copy or just digitally?**

A: All publications need to be provided in hard copy, as specified in the RFP.

**Q: What is being used to determine the Innovation score in the evaluation criteria?**

A: The innovation of the proposals will be determined by the review committee's interpretation of your proposed approach to the project and from past projects submitted as part of the pre-award survey part of the submittal.

**Q: Will the technical reports submitted as part of the pre-award survey be returned?**

A: No.

**Q: Section 1.7 of the RFP provides for the submittal of quarterly invoices. Will the Procuring Agency consider revising the invoicing schedule such that the Proposer may invoice monthly?**

A: Quarterly invoices are preferred.

**Q: Section 1.7 does not specify the basis for invoicing. Will invoicing be based on the percent complete or on the completion of particular deliverables (milestones)?**

A: Invoicing will be based on the completion of each task/milestone.

**Q: In Section 1.8, item 4b: what do you mean by "provide required service after completion of the contract"?**

A: Required services include access to records and data for a period of time after completion as described on Page 17, Section 1.20, and pp6 of the RFP.

**Q: In Section 1.9, Evaluation Criteria: the criteria include 10% for innovation; could these points be earned by offering excellent ideas on the "Form for Proposal Deviation" in Section 2.A.8?**

A: The innovation of the proposals will be determined by the review committee's interpretation of your proposed approach to the project and past projects submitted as part of the pre-award survey part of the submittal.

**Q: Please define which forms found in Section 2.A Contractual Provisions need to be completed by the prime and which ones by other team members (sub consultants)**

A: All of the forms should be completed by the prime consultant.