

# Request for Proposals for On-Call Engineering & Surveying Services

## Response to Questions

1. Our firm provides civil and environmental engineering services. Would the City like us to submit proposals for each of these services separately or combine them in one document?

The City would like one proposal that includes a full-service engineering firm that can perform all listed services

2. In Item 3F of the Proposal Submittal Requirements, the City asks us to provide a “Not to Exceed” amount for services. Given that we do not know the scope of the services we will be providing, would it be acceptable to just submit a schedule of charges?

Yes, please just provide the schedule of charges.

3. How many firms does the City anticipate selecting? Or does the City anticipate selecting all qualifying firms to a list that can be used at the City’s discretion?

The City anticipates selecting one full-service Engineering firm to contract with for the duration of the services (2 years).

4. In Section 3.F. Budget and Schedule of Charges. The proposer is asked to include “Job Descriptions for Personnel.” Would you please clarify the amount of information you would like to see in this section for each position? For example, are you looking for a full copy of an employee’s Job Description, or a brief summary of main areas of responsibility?

The purpose here is to understand in what capacity key employees will be working on a project. These “Contents” are standardized for all RFP’s so its not exactly fit for an on-call project where functions might shift according to needs, however a brief description staff roles will be sufficient for this section.