

RFQ-Disaster Debris Monitoring Services

RFQ Questions and Answers

Q-In Section C, Proposal Submission Requirements, Tab 3, Training and Safety, RFP states to provide under separate cover certain documents. Should these documents be organized in three-ring binders that are separate from the rest of the proposal materials?

A-Yes, but only 1 copy needed.

Q-We are part of a publically owned corporation. In response to the requirement of providing an audited financial statement, does the County want an entire annual report with the audited statements (well more than 100 pages), or would the County prefer that the balance statement and income statement from the audited report?

A-Balance Sheet, Income Statement, Cash Flow Statement and notes to financial statements would be sufficient.

Q-Under Section C, Proposal Submission Requirements, Tab 8, Other Requirements, RFP requires that a conceptual operations plan and budget responding to a task order that is described in this section. Will the County provide additional guidance as to what information and information organization is required for an acceptable operations plan and budget? Will the County provide an example of a previously submitted operations plan and budget template that they preferred?

A-Respond to the best of your ability concerning the conceptual operations plan and budget.

Q-At Section XX, Personnel Requirements and Responsibilities, six positions are listed and their duties described. Other positions are mentioned in the RFP, but their formal duties are not described (such as Project Manager). For purposes of preparing the budget (required by Tab 8), and the requirement under Tab 12 that hourly rates are to be provided for all RFQ required staff, what are the required staff positions to be mentioned in our response and hourly rates to be provided for?

A-Any and all Staff mentioned in the RFQ including any of the Staff to complete conceptual project as described is needed.

Q-Can positions that are necessary to respond to a 2,000,000 cubic yard debris monitoring project that are in addition to the six positions mentioned in the RFQ be proposed in our submittal? If yes, should hourly rates also be provided?

A-Yes and yes.

Q-When providing hourly rates for mandatory and additional positions, what costs, expenses or other fees should be included in the hourly rates.

A-All costs that will be billed back to the County.

Q-Under the Evaluation Criteria section, one of the selection criteria is the consultant's proposed hourly rates for services. Will the County provide guidance that is more detailed so that the consultants who will be responding to the RFQ submit information that allows comparison of same information?

A-Hourly rates are one of the evaluation criteria. Responders need to give as accurate an estimate as possible on the consultant's hourly rates in order to complete the tasks.