



Stormwater Management Plan Project #4012 ADDENDUM II Answers to Questions

1. Is it expected that we address each item listed on RFQ pages 8-9 Section VI. Submittal Requirements bullets A – O (including H.i. Resumes of key personnel) within the 5 page limit on the qualifications section and/or the 11 page limit on the entire proposal? Or, will it be permissible to submit some of these items as Appendices to the proposal, such as key staff resumes, expanded similar project descriptions, judgements or bankruptcy proceedings, etc.?

Yes, as long as the items are fully addressed, it is acceptable that you list them as Appendices.

2. Could you please provide more detail about the lump sum proposal? There are 15 items listed under the Scope of Work. A fee proposal for many of the items such as, “Develop Stormwater Master Plan” is contingent upon size and complexity. We could prepare a lump sum proposal by defining the scope, however this approach may not be what other consultants provided which would make it difficult to compare proposals.

The lump sum proposal shall be itemized into 15 main activities or tasks as indicated under Item IV. Scope of Work. Each activity or task shall have a subtotal cost with the corresponding estimated number of work-hours. Refer to items K and L on page 9 of the RFQ. Estimated consulting fees should be based on past experience dealing with a city or municipality with similar conditions and size as the City of Georgetown. Only firms experienced in this type of work should apply.

3. Is there an overall page limit to the proposal? Under "Submittal Instructions" the City has identified page limits for the following:

- Letter of Interest (2 pages)
- Summary of Qualifications, Experience, and Availability (5 pages)
- Proposed Process Approach (3 pages)
- List of Professional References (1 page)

Under "Submittal Requirements" there are additional pieces of information being requested:

- Legal Information
- Licenses and insurance
- Resumes
- Subcontractor information
- List of family members working for the City
- Office locations of proposer and subcontractors

Are these separate sections that proceed what is called out for under "Submittal Instructions"? Are there additional page limits to this information as well? Do the cover, back and table of contents also count towards any kind of overall page count?

The 11-page requirement for the Statement of Qualifications (SOQ) is to be used as a guide. However, there is no overall page limit. The cover, back, and table of contents would not count toward any kind of overall page count.

There will be no points deducted for exceeding the page limit. However, the SOQ should be concise and highlight clearly the expertise of the consultant in stormwater management projects.

The fee proposal for estimated consulting services shall be submitted in a separate sealed envelope. Submit only one (1) original document in your company's letterhead signed in blue ink by an authorized officer of the company.

4. What type of existing data and studies have been done to date to identify flood-prone areas? Can the City make any of this information available for review?

The city has GIS maps showing the stormwater piping infrastructure. The maps were generated approximately five years ago. The city cannot warrant the accuracy of these maps. However, they are a good reference for the initial study. The GIS maps provide horizontal information only, no elevations are provided.

Yes. The flood prone areas are known to the city based on actual field observations and disruption to streets and business establishments. There are flood prone areas throughout the City of Georgetown. However, most are concentrated in the Historic District, West End, and Maryville community.

5. Does the City have any existing stormwater infrastructure inventory or any information on the quantities associated with the infrastructure?

Yes. Please refer to answer to Question no. 4.

6. The Scope of work indicated to perform a watershed analysis and develop a watershed plan to evaluate and provide solutions for problem areas. Should this effort be focused on flooding problems?

Yes.

7. Would the City like 4 copies of the SOQs or one original and three copies, since the RFQ states the proposal must be signed in ink?

Please provide one (1) original and five (5) copies of the Statement of Qualifications. Original is for purchasing agent and five copies for review committee.

8. We are aware of the sample contract, however are we to review this sample contract and provide comments or is that something that will be addressed at the time of award?

No. The sample agreement presented as Attachment A to the RFQ will be used to contract the services of the selected firm. Selected firm may comment on agreement prior to the contract award.

9. Under Submittal Instructions, 15. Insurance Provisions, it states that proof of insurance is required after the proposer is selected. However, under VI. Submittal Requirements, G., it is requesting confirmation of state licenses and insurance. Do you want a copy of our business license and copy of our insurance information included in the proposal?

No. The selected firm will be asked to submit the insurance certificates and business license documentation after the award is made.

10. Page 5 of the solicitation lists 11 pages total –

Letter of Interest 2 Pages

Qualifications, Experience, availability – 5 pages

Approach – 3 pages

References – 1

Page 8, Under VI. Submittal Requirements, you request additional information Items A-I. Is this information in addition to the 11 pages requested above? Is there a max number of pages for the information requested in VI A-I?

Please refer to question and answer number 3 above.