

Oregon Department of Transportation

RFQ for EHS Proposer’s Question Request and Response

Item	RFQ Section No. or Appendix	Question	Reserved for Agency Response
1	4.3.2.3.B.1	The requirement states to, “provide no more than ten (10) past project descriptions ..., and additional past project descriptions from the Project Quality Manager ...”. Does this mean 10 project descriptions plus the additional projects for the Project Quality Manager?	No. Past project descriptions from the Project Quality Manager are included in the ten (10) past project descriptions.
2	4.3.2.3.B.3	Can a company CD be provided in lieu of a company brochure?	Hard copies of company brochures submitted with an SOQ may be reviewed, but will not be evaluated or scored. Company brochures submitted on CDs will not be reviewed.
3	4.3.2.3.B.4.b	For design efforts on large (\$20M construction or greater) projects, it is common to manage the design efforts with two individuals – a PM and an assistant PM (or production manager). Can two individuals be submitted to fulfill the role of the Design Manager (Design Manager and an Assistant Design Manager) for this project?	No. The requirement in the RFQ is to review the qualifications of the person who will serve as the Design Manager. Assistant Design Manager qualifications may be submitted with the Proposal in response to the RFP, but will not be evaluated or scored.
4	4.3.2.4.B.4 Appendix C Form WD	This paragraph states to submit Form WD for each Principle Participant, but Form WD indicates that the Designer is also required to submit Form WD. The Designer may or may not be a Principle Participant so if the Designer is not a Principle Participant do we need to submit Form WD for the Designer?	<u>Form WD</u> shall be completed for each Principal Participant on this Project. <u>Form WD</u> requires each Principal Participant to indicate the role they held, either Principal Participant or Designer, on the projects listed indicating their record of past workforce diversity performance.
5		What geotechnical data and information will be released with the RFP?	Existing geotechnical project data is available at the ODOT OPD website: http://www.oregon.gov/ODOT/HWY/OPD/D Bprojects.shtml . This data will be reorganized and an official set of Reference Documents will reside on this site at release of the RFP.
6	Appendix B Page B-3	Per the table Form DBE is listed as a required deliverable. Form DBE is not reference in the section specified and the form is not included in Appendix C. Is there a requirement for this Form?	No. There is no requirement in the RFQ for this form. <u>Form DBE</u> will be deleted from this table by Addendum.

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7	4.3.2.3.B.1	What is ODOT’s current position on listing projects that are not 100% complete?	Proposers may provide Projects that are not 100% complete. Keep in mind that Proposers are being evaluated based on the requirements listed in Section 4.3.2.3 B)1) and the information provided on Form E-1.
8	4.3.2.3.B.1	Can the designer count a D/B project that is not completely constructed, but the design phase is complete?	Yes
9	Appendix B p. B-3	Form DBE is listed in the table of required SOQ information to be included in Section 4. The RFQ reference is 4.3.2.4, which does not mention the form (it is not mentioned in any part of 4.3.2 either). In addition, the form was not provided with the rest of the RFQ materials. Is it correct to assume that Form DBE is not required?	See response to question #6.
10	4.3.1 Cover Letter	<p><i>“The Proposer shall attach the Acknowledgment of Receipt (Appendix C) of the RFQ, Addenda, and responses to questions, if any, issued by the Agency.”</i></p> <p>Does the Acknowledgement of Receipt Form count towards the page limit?</p>	<p>No. The Acknowledgement of Receipt Form is attached to the cover letter and not part of Sections 1 through 6 of the SOQ, and therefore, not included in the page limit. Refer to the following:</p> <p>Under Section 4.3.1 – Cover Letter of the RFQ “The Proposer shall attach the Acknowledgement of Receipt (Appendix C) . . .”. On page B-1 of the RFQ Appendix B, paragraph 3 states “The RFQ shall be limited to no more than 52 pages in Sections 1 through 6 of the SOQ, . . .” On page B-2 of the RFQ Appendix B, the first line of the table reads “Cover Letter and Acknowledgement Form (attached)”.</p>

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<p align="center">11</p>	<p>4.3.2.7 Overall Statement of Qualifications (SOQ)</p>	<p><i>B) Requirements and information to be submitted: The Statement of Qualifications as prepared and submitted in compliance with this RFQ (10 Points)</i></p> <p><i>1) Clarity and completeness. Is the overall SOQ consistent and coherent? Does the SOQ comprehensively address all the requirements of the RFQ? Are all aspects of the Project acknowledged? Does the Proposer present its responses with precision and accuracy?</i></p> <p><i>2) Connectivity. Is the proposed organization connected in communications, ability, and experience? Does the experience of the Key Personnel track well with Project goals, objectives and requirements? Does the DB team track well with the RFQ’s requirements? Is the Proposer’s and its DB team members’ past performance reflected in its Key Personnel’s experience? Have the Key Personnel worked together on previous projects? Have the Proposer and DB team members worked together on previous projects? Does the Proposer present an organization that can work with the Agency in a cohesive and seamless way?</i></p> <p><i>3) Compatibility. Are the ideas, commitments, and qualifications presented in the SOQ congruous and consistent with the Proposer’s experience, Project understanding, organization, and capacity, and are they appropriate for the Project when compared with the Project goals, as identified in Section 1.2 of this RFQ? Is the experience of the Proposer, its DB team, and Key Personnel demonstrated in Proposer’s Project understanding? Is the capacity of the Proposer reflected in its proposed Key Personnel availability and are the other commitments of Key Personnel identified in the SOQ?”</i></p> <p>While B) states “Requirements and information to be submitted”, items 1), 2) and 3) appear to be questions or guidance for the reviewer. Is there a written response required by the proposer? If so, please clarify.</p>	<p>No. A written response is not required from the Proposer. These are the guidelines that the evaluators will be looking at to determine how well the SOQ meets the Objective stated in Section 4.3.2.7.</p>
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