

REQUEST FOR QUALIFICATIONS #2020-040
TECHNICAL ASSISTANCE FOR SOUTHEAST NEW ENGLAND PROGRAM NETWORK:
WATERSHED MANAGEMENT, STORM WATER MANAGEMENT AND RESTORATION EFFORTS
RESPONSE ADDENDUM #1
February 21, 2020

CLARIFICATION

No cost proposals are to be submitted with the qualifications. Cost information will be requested only if a consultant is being considered for a contract. (Disregard this question in Appendix E)

Contract samples were provided in the RFQ for illustrative purposes only. Execution of these document will be required during contracting phase. (after selection process). No signatures required with submittal.

QUESTIONS

Q1: Section 2.2 indicates that no cost proposals are to be submitted with the qualifications. Appendix E, question 8 (Fee Structure) asks that we estimate the program/service fees for each service area we include. Can you please clarify what you are looking for to address Appendix E, Question 8?

A1: Please see Section 2.2 No cost proposals are to be submitted with the qualifications. Cost information will be requested only if a consultant is being considered for a contract. (Disregard this question in Appendix E).

Q2: Would the University prefer we utilized the PDF versions of the forms presented in the RFQ or would it be acceptable to provide the information in an alternative format that includes all requested information (only applies to appendices that do not include a signature block (D, E, and F)).

A2: PDFs are preferred but alterative formats are acceptable.

Q3: Please confirm that you are requesting a fee table by staff classification and not hours associated with any potential services provided under this contract.

FEE STRUCTURE. Estimate the program/service fees for each of the services you provide (include per hour fees and/or total program costs, depending on the nature of the service and your billing.) This information will be utilized to evaluate the costs and benefits of the services your organization provides. Preference will be given to those proposals that incorporate a nonprofit discount on the services or some other creative sponsorship opportunity to decrease overall costs.

A3: Please see Section 2.2 No cost proposals are to be submitted with the qualifications. Cost information will be requested only if a consultant is being considered for a contract.

Q4: How many consultants are anticipated to be selected for each category?

A4: Unknown at this time.

Q5: How will municipalities be able to access consultants from this prequalified pool?

A5: Communities will contact The Environmental Finance Center through a portal on the SNEP network web site to get help with the contracting process.

Q6: Are consultants required to have an office in the SNEP region?

A6: No.

Q7: Are consultants required to have appropriate licensure (e.g. a registration to practice engineering) in Rhode Island and Massachusetts?

A7: Yes. If selected, license will be required.

Q8: Are teams allowed to include subconsultants for specific categories?

A8: Please see contract sample:

Assignment: This Contract, or any part thereof, may not be assigned, transferred or subcontracted by the Contractor without the prior written consent of the University.

Q9: Are costs/fees required to be submitted? In paragraph 2.2 it states that "No cost proposals are to be submitted with the qualifications." In Appendix E. a fee structure is requested. Please clarify.

A9: Please see Section 2.2 No cost proposals are to be submitted with the qualifications. Cost information will be requested only if a consultant is being considered for a contract.

Q10: In Appendix D references are requested from higher education institutions. Given that most of the work will be done for municipalities, are municipalities also preferable consistent with higher education institutions?

A10: This does not apply in this case. References will be requested during contracting phase.

Q11: In Appendix E, there are two separate lists of Evaluation Questions. Should we combine the lists (e.g. Question 1 Contact Information would become Question 6)? If the lists are combined, a fee structure question is included in both lists that has differing criteria.

A11: Numbering is inconsistent, please answer all questions. Please see Section 2.2 No cost proposals are to be submitted with the qualifications. Cost information will be requested only if a consultant is being considered for a contract.

Q12: If possible, please clarify the process for a SNEP community or SNEP member organization to engage with a “qualified vendor”?

A12: Communities will contact The Environmental Finance Center through a portal on the SNEP network web site to access assistance with the contracting process.

Q13: Would it be possible for you to solicit additional services from vendors not on the “qualified vendors” list (as noted at the end of section 1.1.3), please clarify the benefit of being pre-qualified?

A13: “Non-qualified vendors” can be utilized outside of this RFQ process (i.e.via a separate competitive process). The benefit of being pre-qualified is that no additional/secondary process will be required

Q14: Can we incorporate language in the contract to protect us against future use or misuse of CAF or GIS files?

A14: Yes.

Q15: What is the typical contract award that can be expected for the Contractor on this project work per year?

A15: There is no minimum dollar amount for services but funds are limited by annual allocations from U.S. EPA.

Q16: Can a list of participating municipalities, non-profit organizations, and tribes that may be procuring services from the pre-qualified firms be provided?

A16: There is no list per se, any community in the SNEP area (see map in RFQ) will have an opportunity to request services via the Environmental Finance Center (through a portal on the SNEP network web site).

Q17: What is the file size limitation for proposal submission?

A17: No limit but small sizes are preferable (no superfluous material needed).

Q18: If hourly rates are being requested, is that something that can be marked confidential?

A18: No cost information requested on the RFQ at this time.

Q19: Under section 3.2.2.2 it states to insert Appendix C- Contract for Services or Personal Service Contract. Appendix C states at in bolded red lettering that this is "For Illustrative Purposes- To be executed during contracting phase". Please confirm that you are asking for a blank copy of this contract to be inserted.

A19: No blank copy required; this contract was provided in RFQ as execution of this document this will be required. Contract(s) will be executed after selection process.

Q20: Is it possible to add subcontractors to the team as task orders come out, depending on task order need?

A20: Yes, but please see contract sample: Assignment: This Contract, or any part thereof, may not be assigned, transferred or subcontracted by the Contractor without the prior written consent of the University.

Q21: Clarification regarding evaluation criteria/scoring outlined in Section 2.1.1 is requested. Can you please clarify how the 25 points awarded to Appendix F, "Distinctive Competence in Specific Services" will be scored? Will scoring be made for each service you apply for or is this reflective of the number of services you apply for, or some other metric?

A21: Scoring will be determined for each service applied for.

Q22: When providing this information to the potential users of the grant funds, how will the contractors scores be conveyed (i.e. are contractors scored by each service or is there an overall score)?

A22: Specific scores will not be disclosed. Unqualified firms can request a debrief.

Q23: At the bottom of page 15 of 40 of the pdf, the outline includes this number, 3.2.1.4, but with no other text. Is anything missing here?

A23: Please disregard.

Q24: Following the Appendix A and Appendix B forms which are to comprise Section 1, page 19 of 40 of the pdf has a table regarding insurance. Is this page to be included? The only place I see it referred to is on page 27 of 40 under no. 22) in the section entitled UNIVERSITY OF MAINE SYSTEM PERSONAL SERVICE CONTRACT (FOR ILLUSTRATIVE PURPOSES- TO BE EXECUTED DURING CONTRACTING PHASE).

A24: Certificates of Insurance will be submitted during the contracting phase.

Q25: For Section 2, how much of the **Contract for Services or Personal Services Contract** is to be executed or filled out with our submittal? According to page 13 of 40, the form should be signed on the last page, but the heading on the form also says (FOR ILLUSTRATIVE PURPOSES- TO BE EXECUTED DURING CONTRACTING PHASE). If it should be signed, should any of the other blanks or contact information (under No. 23) be filled in?

A25: The contract was provided in the RFQ for illustrative purposes. Execution of this document will be required during contracting phase.(after selection process). No signatures required with submittal.

Q26: For Section 2, there seems to be two contracts included in the pdf, one on pages 20-24, and one on pages 25-28. Should all of these pages be included (and signed) in our submittal?

A26: No. Contracts will be executed if a consultant is being considered for a project.

Q27: Do Riders A-C need to be included with Section 2?

A27: No. Contracts will be executed if a consultant is being considered for a project.

Q28: For Section 3, Appendix E, do we need to specifically address the selection criteria 1-5 on page 36 of 40?

A28: Yes, please answer all questions.

Q29: Pages 36 and 37 both ask about "Fee Structure." What are you expecting for a response to that? Hourly rates?

A29: Please see Section 2.2 No cost proposals are to be submitted with the qualifications. Cost information will be requested only if a consultant is being considered for a contract.