

Request for Qualifications

On- Call Professional Engineering Services

Response to Questions

- 1) If a firm is selected for the contract and is acting as a City Engineer (Task 1) would that create a conflict and preclude that firm from working on the following design projects:
 - a) City lead project under Task 3 – Engineering Design
 - b) City sponsored/funding project delivered by other partner agencies under contract with the City. (The firm is on a short list put out by that other agency, and selected by that agency to deliver the project).
 - c) Non-City project lead by another agency, but the City may have involvement as a stakeholder (Could the firm apply for other RFP's that may have some City involvement?)

A project's funding source will be the determination on when a consulting firm providing services for multiple phases for a project may be a conflict and it will be important that controls are in place to ensure that a conflict of interest does not occur and all funding requirements are complied with. The City will work directly with the selected firm in establishing these controls as needed.

Under Chapter 10 of the Local Assistance Procedures Manual it states if engineering services for a project are within the scope of services described in the retained consultant's contract, these services may be performed by the person designated as an agency engineer.

In representing the City while serving in the capacity of the City Engineer for various other agencies there may be projects in which he or she would need to conflict themselves out due to a potential conflict of interest if their firm is providing engineering services on that Agency's project.

If there is a conflict, or would preclude that firm from working on other design projects, would the City consider breaking out Task 1 or other Tasks as a separate category and allowing a firm to only submit for certain categories or tasks to avoid the conflict?

Proposers must submit a proposal for the entire Scope of Work under the RFQ with the work either being completed by them or the included subconsultant(s). If a potential conflict of interest exists on a project then the City and Consulting Firm would look to alternative ways to deliver the project.

- 2) I wanted to inquire if the contract request for qualifications out for On-Call Professional Engineering Services requires us to submit a specific candidate for City Engineering services to act on-site at Sonora offices in order to respond to the RFQ?

Under the RFQ the proposing firm is to provide a staffing plan identifying all key team members and their capacity to perform the required services. This would include identifying the staff member serving in the capacity of the City Engineer. It is not a requirement for the City Engineer to be on-site daily but

will require a bi-weekly presence at a minimum and could be more depending on project activity and oversight.

3) Is an on-site candidate for City Engineer a requirement to propose on this RFQ?

As stated above, under the RFQ the proposing firm is to provide a staffing plan identifying all key team members and their capacity to perform the required services. This would include identifying the staff member serving in the capacity of the City Engineer.

4) Would proposing for only a portion of the items included within the Scope of Work, thus a partial response be okay?

As stated above, Proposers must submit a proposal for the entire Scope of Work under the RFQ with the work either being completed by them or the included subconsultant(s).