



El Paso County
Contracts and Procurement Division
15 East Vermijo Avenue
Colorado Springs, Colorado 80903

STATEMENT OF QUALIFICATIONS SOQ #22-121
Addendum #1 – October 6, 2022

**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION
AND MUST BE ACKNOWLEDGED**

Statement of Qualifications SOQ-22-121; On-Call Services Projects \$0.00-150,000.00- dated September 28, 2022

CLARIFICATIONS:

The question deadline has been extended until October 12, 2022 at 11 AM.

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

If the submittal arrives late, it will not be included in the electronic lockbox.

ADMINISTRATION:

- We will be verifying submittals include the following:
 - Submittal properly acknowledged (Cover Sheet)
 - Addendum acknowledged
 - Required Documentation
 - Evaluation Criteria Documentation
 - Submission Form
 - Completed W9
 - Services Area Checklist

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.

RESPONSE TO QUESTIONS:

1. Q: Will the County be needing public outreach support for these potential projects, and should the prospective consultant have public outreach covered in their scope of work or will the County handle that component?

A: Task/project specific public outreach needs are possible, but if required, the need will be requested in the task/project specific RFQ's. For a comprehensive response, the Consultant may

reference in house or subconsultant effort associated with the potential need, but this is NOT required.

2. Q: Page 41 of the RFP says: A. Provide response without reference to El Paso County logo or company logo in one PDF document. Could the County provide confirmation that this mean neither the El Paso County Logo, nor the Consultant Company Logo should appear anywhere in the response package?

A: The County prefers that neither the EPC logo, nor the Consultant's company logo appear in the response package.

3. Q: The Electronic Submission of Offers Section B states "...as outlined on the Response Submittal Requirements page". Question: We were unable to locate a Response Submittal Requirements page in the SOQ. Please clarify the page number where it can be found or please provide if it wasn't included.

A: On page 50 the *Submission Form* outlines all the required documents that must be submitted whereas, page 41 gives more detail about what additional information is required for the full submittal.

4. Q: The Consultant Information Form Question 14 asks "Is your firm able to obtain bonding up to and including an amount equal to the estimated project cost?". Question: Since this on-call is for professional services, is bonding required?

A: Bonding is typically only required for construction services over \$50,000.00. Bonding is not a requirement for the proposal.

5. Q: The 2nd sentence of Section 1. Specifications on Page 20 indicates that the project dollar amounts would be between \$150,000.01 and \$500,000. It is assumed that this is a typo, and that the Service Categories and scope of each are not impacted. Please confirm.

A: Yes, that is a typo, and it should state \$0.00-\$150,000.00

6. Q: The Solicitation requests that Subconsultants be identified with qualifications. Are laboratories for sample analysis to be included as a subconsultant?

A: Yes, but the Consultant does NOT need to provide qualifications, staffing, and experience for subconsultant listed. However, please do provide the general capabilities and portion of the work that each subconsultant is anticipated to perform for each service category being proposed on (i.e., 10%, 25%, 50% etc).

7. Q: Our firm is willing and able to perform services under both cost categories (\$150,000.01-\$500,000.00 and \$150,000.01-\$500,000.00). Should we submit two separate (but likely identical) proposals (one to each request on BidNet)?

A: Yes, two separate proposals should be submitted, one for the \$0.00-\$150,000.00 and one for the \$150,000.01-\$500,000.00.

8. Q: Across our proposed services (GEO, MAT, ENV) our qualifications with similar on-call contracts, references, and approach to providing services are consistent and/or the same. To avoid redundancy throughout our response, are we able to provide firm-wide information for these sections (Qualifications, Ability to furnish the desired Professional Services, and Past Performance and References) and then service-specific information for this section (Abilities of the Key Personnel)? This approach could help us provide a more concise proposal (closer to 26 pages vs 50 pages) – assuming the City would prefer this.

A: Yes, firm-wide information for sections (Qualifications, Ability to furnish the desired Professional Services, and Past Performance and References) and then service-specific information for this section (Abilities of the Key Personnel) is acceptable.

9. Q: Can we include a graphical front cover that is excluded from the page limit?

A: Yes, a graphical front cover is excluded from the page limit.

10. Q: Does the size 10 font requirement also apply to graphics and images?

A: No, the size 10 font requirement does not apply to the graphics and images.

11. Q: Can we include tabs/divider pages? If so, will they count toward the 10-page limit per service category.

A: Yes, Consultants can include tabs/divider pages and they will not count toward the page limit per service category.

12. Q: Specifications (page 20): both on-calls state "Various County departments and/or Project Managers may utilize the services provided under the awarded contracts on individual projects or tasks with combined disciplines from \$150,000.01 to \$500,000." With exception of the task limits, are the specifications and task the exact same for both levels as presented?

A: Yes, the specifications and tasks are the exact same for both levels as presented.

13. Q: Are you expecting full qualification packages from each proposed sub as would be provided for a typical project specific proposal, or a less, more abbreviated format (i.e., less information)

A: The Consultant does NOT need to provide qualifications, staffing, and experience for subconsultant partner(s) listed. However, please do provide the general capabilities and portion of the work that each subconsultant is anticipated to perform for each service category being proposed on (i.e., 10%, 25%, 50% etc). Packages from subs are NOT required but may be included at your discretion.

14. Q: Are we expected to identify all potential subs we could possible use or the primary ones we expect to use and can add a sub during the task order process if there is a specialty needed that we did not anticipate during the proposal? Basically, not knowing the specific project(s) we might be working on, the list of subconsultants could be extensive to cover every possibility.

A: Based on your experience with the type of work in the service category being proposed on, provide the primary subconsultants that are anticipated and likely to be needed that generally encompasses the work that your firm does not / will not perform.

15. Q: Can the question deadline be extended?

A: The question deadline has been extended until October 12, 2022 at 11 AM.

16. Q: How many years' worth of our private financial information, if any, are required as an appendix as noted on page 39 of the RFP.

A: 5 years of private financial information is required.

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Statement of Qualification and therefore, this signed document shall become consideration and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____ Fax: _____

Address: _____ City/State/Zip: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Authorized Representative's Signature: _____ Date: _____

Printed Name: _____ Title: _____

Email: _____ Phone: _____