

RFQ 22-01 Questions and Responses:

1st e-mail:

We have one question pertaining to the requested information, and that is, would the College like to see proposed team members and their qualifications included in with our firm's qualifications such as civil engineers, structural engineers, MEP engineers, landscape architects, etc. or just our firm's as the prime consultant?

Response: Please provide information about your firm as the prime consultant. License and contact information of consulting firms that your firm utilizes, such as engineers and landscape architects can be provided.

Page 20 in the RFQ states that "It is preferred that key personnel, specialists and individual consultants be present and participate in the phase two presentation (interview) of the screening selection process if selected for participation," however, I want to clarify if we need to include the additional consultants' qualifications in with ours, in our printed submittal as part of the Phase One procurement process.

Response: We will primarily be concerned with the qualifications and experience of your firm in Phase One. However, if you believe that the qualifications of your consulting firms are integral to evaluating the ability of your firm to provide the services within the continuing contract, you may include that information at your discretion.

2nd e-mail:

1. Page 19 of the RFQ notes a date of 2/11/22 for a “oral evaluation committee meeting of finalist”. Does this mean the committee will hear oral presentations from shortlisted firms on that date or does it simply mean that the committee will meet collectively to review, score, and rank the written proposals submitted?

Response: The committee will hear oral presentations from the shortlisted firms on that date.

2. Page 20 indicates oral presentations will be heard. Please confirm what date those will be held? Also, please tell us what date the shortlisted firms will be notified and how many days we will have to prepare? (2 weeks is customary).

Response: Oral presentations will be held on 2/11/22 at 2:00 pm. Shortlisted firms will be notified on 2/7/22. We apologize for the short notice.

3. Please confirm that shortlisted firms will not be allowed to attend the presentation of other shortlisted firms. (This is typically requested by Owners and is a sign of professional courtesy to ensure that one firm does not benefit from previously interviewed firms).

Response: We will request that only individuals from the shortlisted firm attend the presentations for their firm, and to please provide professional courtesy by not attending the other firms’ presentations.

4. The CIP page in the RFQ makes note of a Multi-Purpose Workforce Education Center for \$6,022,130. Is this project included as part of the scope of work planned for RFQ-22-01?

Response: The scope of small projects is defined by Statute as those less than \$4 million. However, the College plans to use this continuing contract to explore alternative construction techniques to construct the Multi-Purpose Workforce Education Center (Building) listed in the CIP.

5. If the answer to question 4 above is “yes”, please elaborate on the types of programs and spaces that will be housed in the Workforce Education Center.

Response: The College has not determined which programs will be taught from the building. However, the intent is for the space to be modular and adaptive, so that various programs can be taught from the building as demand for programs changes over time.

3rd e-mail:

We are interested in this project and have some questions:

1. _____ will submit as Prime, and will included engineering sub-consultants on our team. Regarding Tab Four (page 21) – are all forms and licenses to be included for the Prime only?

Response: Please provide information about your firm as the prime consultant. License and contact information of consulting firms that your firm utilizes, such as engineers and landscape architects can be provided.

We will primarily be concerned with the qualifications and experience of your firm in Phase One. However, if you believe that the qualifications of your consulting firms are integral to evaluating the ability of your firm to provide the services within the continuing contract, you may include that information at your discretion.

2. Regarding the 75-page limit to Phase One: What items, if any, are excluded from the 75 page count? (Covers, dividers, any of the required documents / forms, licenses, etc)

Response: Please limit the total number of pages of your response to 75.

4th e-mail:

1. How much time each firm will be given to set up

Response: Firms will be given time to set up. It is anticipated that no longer than 15 minutes will be necessary between presentations.

2. How much time each firm will be given to present

Response: Firms will be provided a total of 45 minutes: 30 minutes for their presentation with 15 minutes available for Questions and Answers.

3. How much time is allotted for Q&A?

Response: See response above in question 2.

4. Will the College furnish a laptop and projector and we just bring a flash drive, or do we need to bring our own LCD and laptop?

Response: Necessary technology will be available in the Board room, including a computer for presentations and mounted televisions for the presentation.

5. Will you have a screen that we project onto?

Response: See response above in question 4.

6. Will the room size accommodate 6-10 people on our team?

Response: Yes

7. Should I center our presentation around the scoring criteria on page 22 or are there additional items we will need to address and if so, what are they?

Response: Firms are ultimately responsible for determining the content of their presentations. Scoring will be based on the criteria established in the RFQ document.