

Response to Questions for 2014 Request For Qualifications
No. 15-NRD-001
Restoration Engineering and Related Services

1. Please clarify the number of pages allowed per Service Category if our submittal covers multiple categories. For instance if we submit in three Service Categories will we be allowed 12 pages or 18 pages?

A: As stated in the Request for Qualifications, page 3, “Qualifications by category must not exceed four standard-sized pages in length per category. Should Offeror list qualifications for more than one category, Offeror may expand its page length to no more than six standard pages.” The total number of pages would be no more than six (6) pages regardless if three or all seven Service Categories are included in submittal. As stated in the Request for Qualifications, page 3, “Information contained on any pages submitted beyond these page limits will not be evaluated.”

2. Please confirm and clarify statement on page 3 of the SOQ stating: “Cover letters/pages will not be evaluated as part of the RFQ.” Does this mean that section dividers for the Appendix (for resumes) and front and back cover pages of the proposal (which typically only have minimal text and graphics) will not be counted toward the page count?

A: As stated in the Request for Qualifications, page 3, “Cover letters/pages will not be evaluated as part of the RFQ. Each printed side of the page (front, back, etc.) will count as one (1) page; printing on both sides is encouraged.” Similarly, section dividers (containing a title and minimal graphics, such as a logo) will not count toward the page limit.

3. On the bottom of page 3 of the RFQ it states: “When contract negotiations commence, selected Offerors will be required to supply NRDP with information as described and required in the draft Agreement, including without limitation: 1) company Overhead Rates and supporting documentation; 2) current Personnel Categories and Hourly rates for each of Contractor's employees who work directly on or for the benefit of this Contract...”

However in the “Requirements for Statement of Qualifications”; Section 3. Individual Service Categories; a. Key Personnel by Category; ii. Names and Resumes, it states: “For each person, please identify home office location and their current hourly rates.” Please confirm that hourly rates for “Key Personnel” are required in the RFQ.

In Section II.A.3.a.ii., the RFQ asks for current hourly rates. Do you want hourly rates for each individual? If so, do you want: the unburdened wage rate; the burdened rate; or the burdened rate with assumed fee added?

A: Hourly rates, Overhead Rates, and other information and documentation described at RFQ page 5, in the first full paragraph and in the Standard Consulting Contract

(Agreement), will only be required from an Offeror when contract negotiations commence. As stated on Request for Qualifications, page 3, "When contract negotiations commence, selected Offerors will be required to supply NRDP with information as described and required in the draft Agreement, including without limitation: 1) company Overhead Rates and supporting documentation; 2) current Personnel Categories and Hourly rates for each of Contractor's employees who work directly on or for the benefit of this Contract..."

Offerors WILL NOT be required to submit hourly rates with their RFQ proposals as originally requested. The Request for Qualifications Section II.A.3.a.ii. and Evaluation Sheet E.2. are hereby amended to omit the requirement of the submission of "hourly rates" with this Addendum No. 1. Rates and similar information will be required at the time of contract negotiations in order to comply with federal and state auditing and budgeting requirements, but will not play a role in the selection of qualified firms.

It should be noted, however, that M.C.A. § 18-8-204 does not specifically prohibit the utilization of rates, but sets minimum criteria by which firms must be evaluated. Section 204(2)(a) specifically allows the agency to select firms "...based on criteria established under agency procedures and guidelines and the law[.]" In other words, the agency may develop its own procedures and guidelines so long as the minimum statutory criteria are considered. Furthermore, M.C.A. 18-8-201 specifically instructs government agencies to "...negotiate contracts...on the basis of demonstrated competence and qualifications...and at fair and reasonable prices."

4. On page 4, section A. Terms of Contract the SOQ states: "NRDP intends to execute contracts with an unspecified number of selected Offerors in the form of the Agreement set forth in Appendix A." There was no Appendix A in or attached to the SOQ. Please clarify.

A: Attachment A is now available on the NRDP webpage for review at:
<https://dojmt.gov/lands/invitations-for-bids/>

5. Should we include qualifications for CAD, GIS, and other support staff?

A: An Offeror can include any qualifications that the Offeror considers necessary or relevant to providing the services. Note that Request for Qualifications, page 4 states, "By identifying the qualifications of personnel, the Offeror is warranting to NRDP that these persons (aka key personnel) will be available to work on any contract entered into with NRDP and that personnel meet the requirements of § 18-8-202 (2) & (3), MCA as applicable."

6. Why is the NRDP now pre-qualifying contractors to provide professional environmental engineering and other technical services? Has the contracting process for the NRDP projects changed and if so how?

A: Previously, NRDP relied on other agencies' contracts or procured the services individually. NRDP believes it is advantageous for NRDP to contract directly with firms rather than relying on other agencies' contracts, or procuring these services individually. In addition, the Department of Administration term contracts do not allow for the procurement of engineering services over \$20,000.00.

7. What types of projects does the NRDP anticipate contracting under this mechanism over the next two years?

A: The NRDP website is the best source of information for the types of projects NRDP may be requesting services.

8. What is the approximate annual contract amount that the NRDP anticipates to award using this SOQ process?

A: As stated in the Request for Qualifications, page 4, "NRDP does not guarantee any specific amount of work if an Offeror is selected and signs a contract."

9. Please confirm and clarify the statement on page 3 of the SOQ stating: "Offerors that qualify under more than one service category will enter into only one contract covering all service categories." Should this sentence instead read: Offerors that qualify under more than one service category will enter into only one contract covering all qualified service categories?

A: This clarification is correct. Offerors that qualify under more than one service category will enter into only one contract covering all qualified service categories.

10. Will firms receive a higher overall rating if they can provide services in more categories? For example, this type of preference could result in additional points being awarded in Evaluation Criteria Ability to Provide Services Section D.2. Also are categories ranked independently and only Offerors best meeting evaluation criteria in a particular category selected in that category? We are only interested in the survey portion of this request. Will you allow our surveying company to place an SOQ or do you want only larger companies that can supply all of the 7 bullets listed in your ad?

A: An Offeror will not receive a higher overall rating due to the Offeror providing services in more than one category. As stated in the Request for Qualifications, page 3, "NRDP will determine which SOQs best meet the evaluation criteria under each category..." NRDP will evaluate the Offeror's qualification for each category submitted individually.

11. After the SOQ process is complete, how will the consultant selection for project contracting work? Will NRDP attempt to develop projects in a manner or match consultants to projects to allow sole source contracting to deliver a project? Alternatively, for a complex project requiring many categories of service, will NRDP select and contract directly with other prequalified consultants from this SOQ to provide services in categories not provided by a consultant requiring support from several categories of service?

A: Contractor(s) will be selected on a case by case basis based on the individual projects; this may involve selection of a team of contractors for a project if needed. It is NRDP's intent to execute contracts with a number of qualified Offerors for each specific category. However, as stated in the Request for Qualifications, page 4, "NRDP does not guarantee any specific amount of work if an Offeror is selected and signs a contract."

12. For the Construction Support Services Category, please provide expectation or examples where NRDP would reasonably anticipate a consultant to provide expert witness testimony in support of litigation? What is the likelihood of this type of work on typical NRDP projects?

A: It is possible that NRDP could request expert witness testimony to assist with possible issues involving construction obligations. In addition, NRDP has been involved in several natural resource damage actions, though none of these actions have involved expert witness testimony under the Construction Support Services category. A separate Litigation Contract would be issued for any litigation work.

13. Under the description for Category 5 Environmental/Civil Engineering, one of the requirements is "provide oversight of investigation and construction of restoration activities." Does the requirement to provide oversight of construction activities differ from the construction management/oversight services requested under Category 4 Construction Support Services?

A: Most of the duties would be the same in regard to "provide oversight of investigation and construction of restoration activities."

14. When the NRDP contacts a reference that is unavailable, can the NRDP attempt to leave a message that either 1) provides call back information and times for the reference to contact the NRDP staff directly; or 2) indicates approximately when the NRDP will attempt to call reference again?

A: NRDP will attempt to alert Offerors via email when reference calls commence. Offerors may include references' office and cell phone numbers and email addresses, and the individual conducting reference checks will utilize all listed contacts during each of the three contact attempts.

15. Can NRDP staff be used as references for this RFQ?

A: Yes, Offerors can use NRDP personnel as references. If using NRDP personnel as a reference, Offeror must only designate the project manager that directly supervised Offeror's specific project.

16. Section 1, Category Listing 5. Environmental/ Civil Engineering. Reference is made to floodplain mapping; is this specifically DFIRM mapping for flood insurance?

A: Yes.

17. Do watershed restoration planning and stream assessments fall under Category 2 (Injury/risk assessment)? Or is there another category that would cover those?

A: Watershed restoration planning and stream assessments fall under Category 6 (Restoration Support Services) rather than Category 2 (Injury / Risk Assessment).

18. Would environmental compliance documentation (Biological assessments and other NEPA/MEPA) apply to Category 2 or any other category?

A: Biological assessments would be assigned under Category 2 rather than Category 6.

19. Is there a limit on the number of firms that NRD will contract with under each category total?

A: No. As stated in the Request for Qualifications, page 3, NRDP “will select one or more of the top ranked firms for each category to participate further in the selection process. These qualified Offerors will be invited to negotiate a contract to provide the required services for NRDP.”

20. Could you provide clarification on exactly what is requested under Category 2 – Injury/Risk Assessment? Perhaps some examples of projects or work involved?

A: Work under this category would likely parallel the type of work typically involved in determination of ecological injury through the natural resource damage assessment process. This may involve coordination with ecological risk assessment work performed under EPA or DEQ authority.

21. Section II.A.2.d.iii. of the RFQ asks to “Provide the type(s) and number of current projects for which the Offeror is the prime contractor, including recent and current work for NRDP, DEQ, and other State entities.” Could you clarify whether you want to see all of our current projects or just those in which we are working for NRDP, DEQ, and other State entities? And if the answer is State entities, does that mean just State of Montana entities?

A: We are requesting the type(s) and number of all current projects for which the Offeror is the prime contractor. It is not limited to State entities.