

City of Desert Hot Springs
RFQ for Planning and Environmental Services

Q & A

1. Our firm is reviewing the RFQ and would like to ask if you have examples of budgets and/or budget ranges for the potential Category 3 projects?

Community Development typically has \$100,000 to \$150,000 budgeted for Planning and Environmental Consulting each fiscal year. That number can fluctuate up or down depending on the projects going on and any grants the City receives.

2. Our firm plans on submitting on all four categories listed for this pursuit. Are we to submit all categories in one package or submit four separate packages?

Please submit 4 separate packages in one overall delivery package.

So, I'll submit five copies of each of the categories – 20 booklets

Yes

3. If we are to pursue each category, do we need to provide 5 references for each category or how many references do we need to provide?

Yes, the references may be different for each category for example, environmental consulting would likely be different than onsite planning support.

4. If our firm has exceptions to the Sample Agreement, are we able to provide those in our proposal? If so, under what section would you like that to be included?

You can put the exceptions in the cover letter since they may apply to more than one category.

5. Pages 6-14 of the RFQ list the requirements and selection criteria for each category separately. If a firm would like to submit qualifications for multiple categories, do we need to submit separate SOQs, or can we compile all of our qualifications into a single submittal?

Please submit separate packages for each category you are submitting for in one overall delivery package. There may be separate review teams for each category.

6. Page 8, C. Submission Requirements, Item 1: Please clarify if the "cover page" is referred to as the proposal cover or cover letter.

The first page is meant to be a cover page but if a firm has any clarifications or exception to the agreements, we have advised them to include them in the cover page.

7. Also, are we allowed to use the City's logo in our graphics? Please advise.

Yes, the logo is fine just not the City seal.

8. Since our firm is currently on the City's prequalified environmental consulting list, do we need to re-submit our qualifications for Category 1?

Yes

9. If we are submitting for more than one category would the City like separate SOQs for each category?

Yes, we may have separate teams scoring each category

10. On RFQ p. 6, it states: "7. The Consultant is required to follow the organization in the Selection Criteria for each particular category in formatting their responses." QUESTION: Can you please confirm that you want us to follow the order shown in D. Evaluation Criteria for our submission and not C. Submission Requirements?

That is an error in our RFQ, the formatting should follow C. Submission Requirements, The RFQ will be amended.