

# Safe Routes to School Improvement Project CIP #13-06

**Q1. Who was the firm that helped the City with all the planning for this project?**

A1. All planning and program application was completed by City staff.

**Q2. Is that firm precluded from proposing on this design phase, or are they allowed to propose?**

A2. See response to Q1.

**Q3. On the first paragraph of page 3 of the RFQ, it states that the City will “select a consultant from project initiation, through design, bidding, and construction.” Does this mean that the consultant will be providing full construction management services, or simply construction support services as the project designer?**

A3. It is the City’s intent that the consultant will provide construction support services as the project designer and not full construction management services.

**Q4. The same paragraph also describes that boundary surveying will be necessary. Is ROW acquisition anticipated? Or will all improvements be done within the existing City ROW?**

A4. It is anticipated that improvements be constructed within the existing right-of-way.

**Q5. We are having problems accessing the Safe Routes to School Application, when it is downloaded the program crashes.**

A5. The City has split the application file into multiple smaller files to make it easier to access.

**Q6. Does the City have any completed survey or base maps available for the designers use?**

A6. The City has not completed any surveying on the project sites. The city base map will be made available as desired but the level of detail available in the map is not sufficient for design purposes.

**Q7. Is a pre-submittal meeting scheduled or can I schedule time to meet with someone to further discuss the details of the project?**

A7. The City does not intend to hold a pre-submittal meeting and for the sake of consistency of information, individual meetings are not being granted.

**Q8. On page 3, the RFQ indicated that “final scope, schedule, and fee will be negotiated after the conclusion of the selection process”. Does this mean that we don’t need to include work scope, schedule, and fee proposal in the SOQ?**

A8. This is correct, at this time, the City is not requesting a detailed scope of work/proposal.

**Q9. On page 4, Item 4 in the “Submittal Requirement” Section, the RFQ requires the proposer to submit “hourly rates and other applicable fees” in a separate sealed envelope. Does that mean the**

**City only requires us to submit billing rates and other direct costs (in unit price) but not the estimated total fee for engineering services?**

A9. That is correct; the City is only requesting a general fee schedule.

**Q10. Does the City want 10 projects for Section F of the Form 330?**

A10. Firms are encouraged to submit a sufficient number projects to demonstrate qualification to perform the requested work. A maximum of 10 projects will be accepted.

**Q11. Since the City is not asking for a cost proposal at this time, how are we to fill out the DBE Commitment form?**

A11. With the statement of qualifications, firms should submit Exhibit 10-O1 filled out using estimated percentages of work to be completed by DBE sub-consultants. If the firm is selected to provide a full proposal, final DBE forms will be submitted using percentages included in the proposal.

**Q12. Has the City established a cut-off date for questions?**

A12. The City will not answer questions within 72 business hours of the submittal date. For this submittal, questions received after 3:00 pm on November 2, will not be answered.