

## **MAG ITS and Safety On-Call RFQ**

### **Questions & Answers**

#### **Update on 02/26/2013**

**Q: What if one of your subconsultants is in the process of becoming DBE certified and will not be certified until after the proposal is submitted and possibly after selections are made. Will they be eligible to be used as a DBE on future task orders once they are certified? Will their change in status as a DBE require an amendment to the contract between the prime firm and MAG, since they could not be listed as a DBE originally?**

*A: A prime or subconsultant in process of certification is NOT counted as a DBE firm if it has not received certification by time the SOQ is submitted to MAG.*

*The prime consultant shall identify how it intends to meet or exceed DBE participation within its SOQ. It is advised that the prime identify multiple subconsultants certified as DBE firms in order to fulfill this requirement.*

*If a subconsultant is certified as a DBE following contract award, the prime consultant may submit a written request to MAG to add the DBE to its team.*

*No contract amendment will be necessary.*

*Use of a DBE not listed on the original SOQ for future task orders, will be reviewed on a case-by-case basis.*

#### **Update on 02/21/2013**

**Q. Page 6, #8. The RFP requests “A complete listing of all individuals to be included under each area of expertise, specifying their level of participation in each of the examples for the areas of expertise identified in Item six (6)”. Is MAG requesting that proposals identify staff that worked on recent example projects or identify staff by their level of participation in each of the areas of expertise identified in Item five (5)?**

*A. Amendment #2 dated 02/21/2013 addresses this question and provides clarification. It is posted on the MAG website.*

**Q. Do front, back , and clear covers count towards the page limit?**

*A. No.*

**Q. Can resumes be submitted as an appendix?**

A. Yes

**Q. Can forms be submitted as an appendix?**

A. Yes.

**Q. Do subconsultants need to provide forms? If so, which should they complete and sign?**

A. No.

**Q. Does a table of contents count against the page limit?**

A. No.

**Q. Do the forms in Appendices A and C need to be submitted by the Prime and each of the sub-consultants OR only by the Prime?**

A. Only the Prime. The Prime is obligated to assure that the sub consultants are in compliance.

## Update on 02/15/2013

**Q. Is the Appendix I - Disadvantaged Business Enterprise Good Faith Report Effort Certification, required to be submitted with the SOQ package?**

A. Appendix I is **NOT REQUIRED** to be submitted with the SOQ package. Appendix I is to be submitted with the Task Order/Cost Proposal should the CONSULTANT be **unable** to meet the DBE goal. This occurs in PHASE 3 – during new project initiation with firms under contract with MAG for on-call services.

---

## Proposers Conference on 02/07/2013

**Q. Which Appendices must be submitted with the SOQ?**

A. The following Appendices must be submitted with the SOQ.

A – Arizona Administrative Code R4-30-301

B – Consultant's Information Form

C – Debarment/Suspension Certification

F – DBE On-Call RFQ Goal Commitment Form

**Q. When are Appendices G & H due?**

A. Appendix G & H or Good Faith Effort Certification (Appendix I) are to be submitted with the cost proposal for each Task Order(s). The consultant will identify how it will achieve the DBE goal or submit good faith effort for each Task Order associated with the above referenced contract. Consultant and Subconsultant Affidavits (Appendix G & H) or Good Faith Effort Certification (Appendix I) will be required and shall be submitted with each cost proposal for each Task Order issued.

**Q. Does the 35-page limit include the amendment page; Do we need to submit a signed amendment page as acknowledgement that we have seen it?**

*A. No, you do not need to submit acknowledgment of the amendment.*

**Q. What is the method by which MAG assigns new task orders to selected on-call consultants?**

*A. During the SOQ evaluation, consultants will be ranked according to their qualifications in the eight different areas of expertise. A number of consultants will be selected for the on-call contract using these ranked lists. The total number selected would depend on the anticipated amount of work. When assigning work to on-call consultants through new task orders, MAG will generally follow the rank order. MAG will attempt to assign work to all qualified consultants according to the ranking.*

**Q. In the proposal, could we select specific areas we are submitting qualifications on ?**

*A. Yes. You should submit qualifications in the areas in which you seek to be qualified. You can also seek to qualify in other areas with a sub consultant who is qualified in those other areas.*

**Q. Can additional or alternate sub consultants be brought in for future task orders?**

*A. Subconsultants can be added to a contract via a contract amendment approved by MAG. The consultant will have to disclose that this subconsultant was not included in the original SOQ and this will be taken into consideration. When a new task order is being prepared, a consultant may request MAG to add new subconsultants to their on-call contract. This will be allowed if it is determined that it would be in the best interest of MAG to allow additional subconsultants.*

**Q. Can subconsultants be on more than one team?**

*A. Yes.*

**Q. If you are submitting as a Prime, can you be on another team as a sub consultant?**

*A. Yes*

**Q. The DBE goal of 4.29% is for the whole contract or each task order has to follow that rule?**

*A. The DBE goal of 4.29% has been assessed on the overall On-Call contract, and the consultant shall make every effort to meet or exceed the 4.29% for each Task Order, with the intention that the overall goal will be achieved in aggregate.*

**Q. The RFQ states the contracts will have a 4.29% DBE goal; will individual task orders have differing DBE requirements?**

*A. The consultant shall make every effort to meet or exceed the 4.29% for each Task Order. Should the consultant be unable to meet the goal on a Task Order, the consultant must submit a written request for DBE goal modification along with evidence as to why there is no opportunity for DBE participation. The MAG project manager and the ADOT BICO office will approve or deny the request.*

*Should the request be denied the consultant may be replaced with another CONSULTANT that is able to meet the requirement.*

*It is understood that there may be Task Orders that will exceed the DBE requirement and some that may fall short. The LPA reporting system will monitor the On-Call Contract DBE goal attainment on an aggregate level and also at the individual consultant level.*

**Q. Do we need to indicate the area of expertise the sub consultant is listed for as each is indicated?**

*A. Yes. Item#8 on Page 6 of the RFQ addresses this question.*

**Q. May a consultant designate one project manager for ITS and another for Safety?**

*A. Yes.*

**Q. Where can I get help in finding a DBE?**

*Consultant can search the Arizona Unified Certification Program (UCP) for DBE firms:*

*DBE Directory Database - [http://azdbe.com/DBE\\_search.aspx](http://azdbe.com/DBE_search.aspx)*

*Or contact Kent Lane, DBE Supportive Services Program Manager for further assistance:*

*[KLane@azdot.gov](mailto:KLane@azdot.gov)*

*602.712.7761*

**Q. Can we see the contract prior to submitting an SOQ?**

*A. No. Contracts will only be issued to selected On-Call consultants.*