

**Questions and Answers from MAG Specifications and Details
Pre-Proposer's Conference**

March 1, 2006 – 3:30 p.m., MAG Cholla Room

***Question:** Under proposal content section 12.c, regarding potential conflicts of interest it states, “Employing personnel who worked for MAG or one of its member agencies within the past three years.” We currently have employees who previously worked for a MAG member agency. Is this going to be a problem?*

Answer: Each firm shall document within its proposal any potential conflicts of interest. If you believe there could be one, you should document this in your proposal. MAG will be the final determining body as to whether an actual conflict of interest exists or not. Based on the information provided, the staff and committee members present at the meeting did not anticipate that it would constitute a conflict of interest, and encouraged the consultant to submit a proposal.

***Question:** What do you mean by analysis? For example, if during task 2, we collect details from 7 member agencies that all have different sidewalk ramp details. During task 3 we categorize them as Cat A. MCDOT has 6 details to the MAG 4 details. How would you describe the nature of the modification? During task 4, what is your analysis and recommended course of action?*

Answer: For this project, MAG is requesting an **inventory** of all supplements used by the MAG member agencies. For the example of sidewalk ramp details, the consultant would simply collect any supplements in task 2. In task 3 they would be categorized as type A (modification of existing MAG Specs and Details) or type B (Not currently in the MAG Specs and Details) and then further categorized and detailed as appropriate. For the example, if MCDOT has 6 sidewalk details, the consultant would determine whether they are modifications, or new (type A or B), then by other characteristics (such as mid-block, intersection or single/dual ramp, etc.). This would be done for all member agencies that have supplements. Task 4 will be determined by the evaluation of the inventory done, and is open for the consultant to make recommendations to the MAG committee. For example, the consultant may find that the same (or very similar) supplemental sidewalk detail is used by the majority of MAG members, and would be a good candidate to review for inclusion in the MAG standards.

***Question:** Who is responsible to get the member agencies to respond in a timely manner? Will you provide the point of contacts for the different agencies?*

Answer: The consultant would be responsible for contacting member agencies. Points of contact will be provided for member agencies with representatives on the MAG Specifications and Details committee. In addition, MAG currently has links to some of the agency supplements, and contacts on our web site at

<http://www.mag.maricopa.gov/detail.cms?item=5192>. The consultant will take the lead in contacting member agencies and do the legwork of collecting materials; however, the consultant will have strong support from members of the committee and the MAG Project Manager. If the consultant is having difficulty obtaining materials, or if some agencies do not have any additional materials, that also should be reported.

Question: Are we only looking at what cities call MAG Supplement? Or are we looking at all their specifications?

Answer: You will **not** be looking for only documents that are called “MAG Supplements” but **all construction-related public works** specifications and details that are used in practice to supplement the MAG Specs - either by modification or addition. For example, there may be some specifications that are specifically called Supplements to the MAG Specifications and Details, but other construction specifications may be called by different names, and finally there may be additional documents that are not part of the MAG specs. An example discussed was street lighting. For example, the street lighting specifications and details would be collected, categorized as type B, and evaluated in the final recommendation. Design-related specifications or guidelines need not be included in the inventory.

Question: Since the Request for Proposals (RFP) is addressed to qualified consultants, why then are you asking for a Labor Cost Allocation Budget?

Answer: The RFP has a specific budget the project is not to exceed, and MAG does not have to pick the lowest bid. On page 6, section 1.f. it specifically states, “This is not a procurement of architectural or engineering (A&E) services.” However, factors in the evaluation of proposals do include what costs the consultant expects to incur and how the consultant will allocate their resources in completing the tasks outlined in the RFP. Also, the proposal is often used as a starting point in developing the final contract for the consultant selected.

Question: What are the insurance requirements for which the consultant must comply?

Answer: The boilerplate template that MAG uses includes on page 7, Administrative Requirements. Section 6 describes the MAG insurance requirements **which may** apply. These vary by type of work done. It was the opinion of the members present that since this was not for architectural or engineering services, that particular requirement may not apply. However, the selected consultant must comply with MAG insurance requirements that are deemed appropriate for this project.

Question: What if we cannot meet an 11% Disadvantaged Business Enterprise (DBE) requirement as described in Appendix D?

Answer: MAG's goal is to have overall an 11% DBE participation to meet federal regulations. It is not a requirement that each individual contract includes 11% participation, so not being a DBE or using DBE subcontractors does not disqualify any proposal. However, DBE participation is used in evaluating proposals, so it would be advantageous to include it if applicable.

Question: *On page 14, the Proposer's Registration Form, are you asking for the financial information for our local firm or our corporation?*

Answer: The members present felt that the financial information for the local office doing the work would be more useful in evaluation of the proposal; however, for addition information regarding this form, you should contact the MAG Fiscal Services Manager (602) 254-6300.

Question: *Do you anticipate any follow on work?*

Answer: Additional work items may depend upon the outcome of the inventory. After completing the inventory, it is expected that the committee members and member agencies themselves will use the inventory to update the MAG Specifications and Details. If it is determined that large sections need to be revised or new sections added, an additional project may be considered. It is expected that any new project would need to go through an additional RFP process, in part because additional funding would need to be obtained and such a project would necessarily include architectural and engineering services.