



Kern Council
of Governments

LRSP RFQ Inquires September 24, 2020- Kern COG response in red

- Does the SOQ require 10-H1 or 10-H2 for the cost proposal?
Use 10-H1
- For proposal delivery, will Fedex or GSO be acceptable?
Yes
- The Communications section (Section V) specifies that the Consultant will track the expenditures spent per city. Does this mean that the level of effort for each City's LRSP should match their grant value?
No
- On Page 4 of the RFP, the Project Organization section states that an individual with a PE License should be in overall charge and responsible for coordination with the COG and participating cities. May this person be the Project Director, and serve in overall control of the project and direct the Project Manager; or, must the person identified as the Project Manager possess a PE License? **The Project Manager must possess a P.E License, since they will be responsible for the day to day oversight of the project.**
- In the SOQ "Requirements and Format" section (starting on page 2), under Item C. Experience and Technical Competence, first bullet: would you consider projects that are on-going yet close to completion in our successful projects list?
Yes
- Page limit: There is no page limit listed in the SOQ Requirements and Format section (page 2); however the Evaluation Criteria, Item 6a, references a 35 page limit in passing (page 7). Please clarify if there is a page limit or not. **No page limit will be imposed on the submittal package. The submittal needs to be concise and provide the adequate information without providing redundant information.**
- Also in the Evaluation Criteria, Item 6a, the instruction state to "Include a copy of an example of a relevant similar project in the RFQ packet", however the SOQ instructions previously mentioned do not include this item. Please clarify if this instruction is part of the SOQ requirements. If so, please provide more details about what you want it to cover and where you would like it provided.

In the SOQ "Requirements and Format" section (starting on page 2), under Item C. Experience and Technical Competence, it is sufficient. In the Evaluation Criteria, Item 6a, the instruction stated to "Include a copy of an example of a relevant similar project in the RFQ packet", that part will be removed.

- On page three of the RFQ, under item 2c Experience and Technical Competence, the RFQ states under bullet one: "consultant shall list five (5) successful projects of a similar nature completed in the last ten years - Limit: one page per project." Is this five projects per firm on our team or five projects for the entire team? **Five projects per firm**
- Also on page three of the RFQ, under item 2c Experience and Technical Competence, the RFQ states under the third bullet: "Describe in detail, work the firm has directly performed on a maximum of four projects that shows a demonstrated ability to meet internal and project deadlines, budget constraints, major milestones and overall project schedules". Are those four projects to be different from the five projects of a similar nature requested under bullet one? **The projects can be different, but it is not necessary.**
- Can the cost proposal and task by task breakdown be provided on a 11"x17" size sheets? **Yes, 11"x17" sheets are acceptable as attachments**
- Section I.F.2.c. (printed page 3, PDF page 6) asks us to provide "The name of the client, **project manager**, client references, valid telephone numbers, type of work performed, and the value of the consulting contracts." By "project manager," is that referring to the consultant project manager, or the client agency's project manager for the project? **Client agency's project manager, or person who was the main point of contact for the client.**

Reminder: The cost proposal forms must be submitted in a separate sealed envelope.