

The County of Yuba

Community Development & Services Agency

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February 2, 2012

REQUEST FOR INFORMATION NO. 1

Re: Request For Qualifications For Professional Services

Question 1

The Submittal Instructions state that we are allowed three pages per service category item. By item do you mean subcategory under each service category?

Answer – Yes item means subcategory under each service category.

Question 2

These three pages of information, they are for the purposes of responding to Item 4. Qualifications (bottom of Page 3 of 5), correct? If so, how would “Brief resumes of key personnel...” (4th bullet at the top of Page 4 of 5) fit into the three pages when are also instructed to address the bullets in the order presented in the RFQ, but previously the instructions indicate resumes are to be one page per key employee?

Answer – The intent is that a firm’s explanation of their qualifications should be limited to three pages – not including the one page cover letter, org chart, or the 1 page resume per key employee. In this fashion, a firm’s SOQ *could* be a minimum of 3 pages (one page cover letter, one key employee resume, and one page explanation of qualifications).

Question 3

If our firm was going to submit on more than one service category, from my understanding the qualifications for each service category needs to have its own bound document, is that correct?

Answer – Yes, if you are submitting for more than one service category/subcategory, each submittal needs to be its own bound document. As for binding, it may simply be stapled.

Question 4

In addition, does each service category qualifications bound document need to be in its own sealed envelope or can we place all of our separate service category bound documents in one envelope?

Answer – You may place all service category/subcategory qualifications bound documents in one envelope, as long as they are clearly titled with the applicable service category/subcategory.

Question 5

One last question is are you required to submit on all subcategories in a service category?

Answer – No, only submit qualifications for any service category/subcategory that you feel your firm is qualified for.

Question 6

For example traffic engineering has two subcategories; traffic study and modeling engineering and also traffic design engineering. Can a firm only submit on traffic design engineering and not traffic study and modeling engineering?

Answer – Only submit qualifications for any service category/subcategory that you feel your firm is qualified for.