

City of Madison – Watershed Modeling and Plan Development RFQ

Questions and Responses - 12/28/18

Q1: Section 2, point 1: Please verify that the implementation of a data plan does not include the procurement, installation, and operation of (temporary) observation equipment?

R1: The implementation of the data collection strategy DOES include procurement, installation, and operation of any equipment the consultant deems necessary to collect the data required to calibrate the watershed model.

Q2: Section 2, point 1: If the above (Q1) is true, who will procure, install, and operate the (temporary) observation equipment?

R2: See response to Q1.

Q3: Will high-resolution topographic LiDar data be available for each of the watersheds or will additional survey be required?

R3: City-wide LiDAR data from March 2016 will be made available to interested consultants when the RFPs are released. Additional survey needs, if any, will be decided by the consultants and detailed in their RFP response. It is anticipated that additional survey may be required in specific locations within the watershed.

Q4: Are all the storm sewers in these watersheds be expected to be included in these models? If so, is complete data available for the sewer systems?

R4: The City storm sewer system layers will be made available to interested consultants when the RFPs are released. Additional guidelines for which pipes will need to be included in the watershed models will be outlined in the RFPs.

Q5: If a team includes locally-based and non-locally based firms, will the team be given the 5% local preference only if the prime consultant is a locally-based firm?

R5: The entity that enters into the contract will be given the local preference, regardless of their subconsultants. To check or register for Local Preference Purchasing please visit the City's website at <http://www.cityofmadison.com/business/localPurchasing/index.cfm>

Q6: The City's Sample Contract and Standard Terms and Conditions were included in the Request. We did not see language directing the consultant on what to do with this information. Does the City want the Response to include comments on the Sample Contract and Standard Terms and Conditions?

R6: The entity that would enter into the contract with the City for the RFP will need to be able to meet the City's Standard Terms and Conditions or be able to come to a mutual agreement with the City on the Standard Terms and Conditions. If they are not able to meet those conditions it may impact the City's selection. Firms should acknowledge if they are able to meet the City's Standard Terms and Conditions or if they have had experience with successfully negotiating mutually agreeable exceptions to the City's standard language.

Q7: It appears as if meetings with City personnel to go over questions regarding the Request are not allowed during the period prior to submittal. We want to confirm we are interpreting the Request correctly as we do not want to miss an opportunity to meet with the City. Can you confirm (or refute) this interpretation?

R7: That is correct. The City will not be meeting with consultants during the RFQ period. As directed in the RFQ, any and all questions regarding the RFQ should be made by email to Theresa Nelson (tnelson3@cityofmadison.com).

Q8: Will watershed boundaries in GIS format be provided (or posted somewhere for download)?

R8: The watershed boundaries in GIS format will be provided at the time the RFPs are released.

Questions and Responses - 1/10/19

Q9: In section 3.3.5, the RFQ notes that the City would like 3-5 representative projects. Are we limited to a maximum of 5 relevant projects?

R9: Yes, please limit to 5 projects.

Q10: Does a cover letter count towards the 2-page introduction limit?

R10: Yes.

Q11: Does scoring / ranking from the RFQ carry over to the RFP, or is the RFQ solely to be shortlisted?

R11: No, there will be separate ranking criteria for the RFPs; the RFQ ranking will not carry over to the RFP selection process.

Q12: Will the RFQ responses be available for review by the other short-listed firms prior to or during the RFP response?

R12: Yes, the RFQ responses will be available upon request.

Q13: Will the list of short-listed firms be available prior to the RFP process?

R13: Yes, firms will be notified if they are on the short-list, and the short-list will be available upon request.

Q14: For the RFP's, does the City anticipate issuing those consecutively or all at the same time?

R14: The City anticipates issuing RFPs for the three projects listed in the RFQ all at the same time.

Q15: Will the consultant team be responsible for performing the additional field survey, if needed? Or will the City be hiring a surveyor to perform the survey under a separate contract?

R15: The consultant team will be responsible for performing any field survey they deem necessary to build and calibrate the watershed models. If they are not able or willing to perform the survey work this should be identified in their RFQ response. Consultants shall also note in the proposals at the RFP stage if they intend to hire subconsultants to perform this work.

Q16: Section 3.3, Item 3: Is there a page limit on Team Composition and Performance?

R16: There is no page limit for the Team Composition and Performance section; though a succinct, focused response is appreciated.

Q17: Section 3.3, Item 5 asks for relevant project experience, including a client contact person, and Item 6 asks for references. Can the team have a client contact person under Item 5 that is also listed as a reference under Item 6, or do these need to be separate references?

R17: A team can have a client contact person listed under Item 5 that is also listed as a reference under Item 6.

Q18: The RFQ states that, “No font may be smaller than 11 point for body text or smaller than 9 point for other text.” Does this requirement apply to the resumes that will be included in an appendix?

R18: Yes, the font size restrictions apply to resumes as well.

Q19: Section 2. 5.-What is meant by “mediation” in this line item.

R19: The City expects the consultant team to participate in public meetings and serve a role in developing solutions that are acceptable both stakeholders and the City. Formal mediation services are not anticipated.

Q20: Can we insert an 11x17 watershed figure at the back of the Introduction section that would be in addition to the 2 pages?

R20: No, the Introduction section is limited to 2- 8.5”x11” pages.