
REQUEST FOR QUALIFICATIONS Project Scheduling Consultant Services RFQ TOSA 08-160

Questions and Responses #1

PROJECT MANAGER:

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Submittal Date: **May 28, 2009**
before 3:00 p.m.

As required by the subject Request for Qualifications (RFQ) all questions, interpretations or clarifications of this RFQ must be requested in writing. Questions and requests for clarifications received to date are repeated for all those who have the RFQ followed by the response.

1-1 Question:

Page 18 of the RFQ, Section 5.4-F. Fee Schedule and Rate Sheet, requests us to identify "Unit Prices for Tasks Listed." However, a specific list of tasks has not been provided. Should we develop this list based on required scope of services?

Response:

Section 4 of the RFQ discusses a general scope of services to be covered by the selected Service Provider. It is sufficient if your list of Unit Prices addresses hourly rates for various categories of assigned personnel who would be assigned to perform such services. You may also wish to designate separate rates (such as a flat fee rate) for specific tasks, if and as appropriate. The purpose of the fee schedule and rate sheet is to provide the University with general price information in order to compare the costs of competing Service Providers.

It would be impossible to delineate each and every possible task (thereby the reason that hourly rate listings are the most likely response), because (per Section 1.1. of the RFQ):

"The TOSA, in and of itself, authorizes no work on any project. The **University** issues RFQs and enters into TOSAs with the intent of utilizing the selected entities to perform consulting services on an as needed basis for a wide variety of projects, but the award of a TOSA provides no assurance of ever performing work for the **University**."

...

The TOSA process allows the University to have professional service agreements in place so that if and when the need arises for such services, the University can proceed promptly with work."

As a courtesy, the University reminds you of the following important facts about rates (excerpted from Section 5.4.F. of the RFQ):

"The initial two (2) year term shall begin upon receipt of a fully executed agreement from the **University** and shall end two (2) years thereafter, with the **University** having the option to renew the Agreement upon the same terms and conditions (for additional Individual Task Orders) for up to two (2) additional consecutive one (1) year renewal periods.

The Fee Schedule prices shall be fixed for the entire two (2) year duration of the initial term. An hourly rate increase to the Fee Schedule, tied to CPI or governmental or regulatory agency increases to the trade, and generally not to exceed three percent (3%) per each twelve month optional renewal period may be allowed by the **University** at the time of each optional renewal by the **University**, but rate increases shall not be permitted during the two (2) year initial term. Any request for a price increase, allowable only in each renewal period, must be substantiated with suitable documentation and must be submitted in writing to the **University** at least: (A) thirty (30) calendar days prior to the effective date of the increase; and (B) thirty (30) calendar days from the date of the **University** issuing a renewal option notice. Lack of an authorized increase in rates for any permitted renewal period shall not permit a cumulative increase in rates for any subsequent period.

Avoid attaching "standard" fee schedules or rate sheets which conflict with the requirements in this RFQ regarding rate increases, what types of costs are eligible for reimbursement, and limitations on markups for reimbursements and subconsultants. Please carefully read the RFQ, in its entirety, to avoid any such conflicts. For example, parking on campus is not reimburseable. Reimbursements cannot be "marked up." The limit on the mark up for approved subconsultants is ten percent (10%).

If you do attach a fee schedule or rate sheet which contains provisions which conflict with any of the fee provisions described above or anywhere else in this RFQ, your submittal may be excluded from consideration, or if you are selected for a TOSA, the conflicting language and terms in such fee schedule or rate chart from the **Respondent** shall be deemed stricken (even if not physically marked out) in the fee schedule/rate sheet attached to the TOSA, and you will not be permitted to charge any such amounts which are in conflict."

1-2 Question:

(A) Are we required to provide a detailed Level of Effort (Consultant Hours) during the two year period? (B) If so, could we get details regarding the proposed projects in the two year period?

Response:

(A) If your firm lacks staffing in a particular area (while still meeting all staffing requirements of the RFQ) then it would be likely that 100% of that particular area would be staffed by subconsultants, then you must disclose this. Or, if your firm has a lead person in a particular area (while still meeting all staffing requirements of the RFQ) but you customarily utilize a subconsultant to perform about 25% of the work in that area, then you must disclose this. Obviously, this is an issue of best, reasonable, good faith estimates based upon your knowledge of your firm. Remember that the RFQ has certain requirements for full time on staff employees which cannot be satisfied by use of subconsultants.

(B) See Section 1.1 of the RFQ (a portion of which appears below):

"The TOSA, in and of itself, authorizes no work on any project. The **University** issues RFQs and enters into TOSAs with the intent of utilizing the selected entities to perform consulting services on an as needed basis for a wide variety of projects, but the award of a TOSA provides no assurance of ever performing work for the **University**. Therefore, **Respondent(s)** should carefully consider whether they desire to be considered for this "on call" and "as needed" type of arrangement. All selections are made on a non-exclusive basis.

The TOSA process allows the University to have professional service agreements in place so that if and when the need arises for such services, the University can proceed promptly with work. If and when the **University** desires services of the type covered by this RFQ, the **University** may provide a description of the desired work to one or more **Service Providers** that have entered into a TOSA with the **University**. Those entities then provide (at no cost), a formal proposal to perform such work, utilizing the rates in the TOSA. The **University** may then select the proposal from one of the entities, and issue an individual Task Order under the TOSA, authorizing the designated work to be performed pursuant to the rates, terms, and conditions in the TOSA by a specific **Service Provider**."

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