

HGA Questions regarding City of Pineville Public Administration Services RFP

1. **General Conditions for Bidders, #2, page 2.** This line states that “each bidder shall return the complete bid package as issued by the City, with all pages intact and all specification response columns filled in.” However, it also lists specific forms that must be completed by the bidders, including the list of Required Forms on page 20. **Please clarify** whether the City would prefer the entire RFP to be provided as an attachment to the proposal, with all forms filled out within the RFP, or if the City would prefer to have the forms provided separately, for ease of review.

City's Response: The City does not have a preference and leaves it to proposer discretion on how their respective bid packet is presented. All required forms must be completed and included.

2. **General Conditions for Bidders, #17, page 3.** Please clarify whether this particular effort would require the bidder to include their Contractor's License Number on the front of the bid envelope.

City's Response: The Contractor's License Number is not required on the front of the bid envelope.

3. **General Conditions for Bidders, #20, page 3.** Since future funding may include Federal Transit Administration (FTA) Emergency Relief (ER) Program funding, would the referenced “Master Agreement” be used as the initial contract? If so, please provide a copy of the Master Agreement.

City's Response: The Master Agreement will not be used as the initial contract.

4. **Section 4, page 6.** This section requires bidders to submit three signed copies of their proposal. Must all three copies contain original signatures, or is it acceptable to submit one signed original and two copies?

City's Response: It is acceptable to submit one signed original and two copies.

5. **Section 11, Scope of Services #1.3.5, page 10.** In reference to preparation of estimates for grants, such as described in this section, has the City procured an engineer to support the development of damage estimates and cost of repair, or would the City prefer that the selected consultant provide this service as part of the scope of services?

City's Response: The Contractor will provide services customary in the industry. Procurement of engineering services will be determined on a case by case basis.

case basis based upon a delineated scope of work contained in an agreed upon task order.

6. **Section 11, Scope of Services #1.6, page 11.** Does the City expect the contractor to provide oversight of the design and construction contractors to ensure that the funded projects are in compliance with grant regulations, to serve as the City's agent, and to support the City departments in design reviews and construction oversight to ensure that the grant-funded projects remain on schedule and within budget?

City's Response: **Procurement of this service will be determined on a case by case basis based on a delineated scope of work contained in an agreed upon task order.**

7. **Section 4, page 6 and Section 3, #4, page 13.** The requirement on page 6 to provide proposals "in a sealed envelope clearly marked "Public Administration Services **and** Cost Proposal" implies that the Cost Proposal should be separate from the rest of the proposal, yet Section 3, #4 shows the Cost/Price Proposal as an element within the proposal itself. **Please clarify** whether the Cost/Price Proposal should be included as a section in the proposal, or provided as a separate document.

City's Response: **The Cost/Price Proposal should be included as a section of the proposal.**

8. **Section 2, page 12 and Section 3, page 13.** Section 2 requires that "all submitted Proposals shall contain a statement of qualifications" and lists the items to be included within this statement of qualifications. However, the end of Section 3, page 13 states that, "The proposal shall be organized in the same manner as the Evaluation Criteria and should address all items outlined in the criteria." No statement of qualifications is included in the Evaluation Criteria. Most, but not all, of the items listed under the statement of qualifications on page 12 are related to items listed in the Evaluation Criteria. **Please clarify** whether the City requires a separate statement of qualifications section within the proposal, or if it is acceptable to address the qualifications listed there within the organizational scheme specified by the Evaluation Criteria on page 13.

City's Response: **It is acceptable to provide a separate statement of qualifications or to address qualifications within the organizational scheme specified by the Evaluation Criteria.**

9. **Section 3, Selection/Scoring Criteria, page 14.** Staff Qualifications #C requires "Knowledge and experience with **solid and hazardous waste management**

programs, policies and procedures.” This requirement does not appear elsewhere in the RFP. **Please clarify.**

City’s Response: The City seeks “Knowledge and experience with solid and hazardous waste management programs, policies and procedures” to the extent needed to assist the City’s effort to apply for and secure grants, as well as grant management and administration needed for federal and state programs, FEMA and other Federal and State agencies.

10. **Section 3, Selection/Scoring Criteria, page 14.** Cost of Proposal #A states that the “Proposal shall be based on hourly rates for all propositions.” Does the City have certain titles/classifications in mind for costing, or should bidders propose their own titles/classifications and rates?

City’s Response: The bidder should propose their own titles/classifications and rates.

11. **Section 3, Selection/Scoring Criteria, page 14.** How does the City intend to score the Cost of Proposal? More specifically, how will it calculate the 0–30 points to be awarded for that area?

City’s Response: The City will compare the all-inclusive hourly rates per job title/classification and assign points accordingly. See also response to Question #14 below.

12. **Proposal Form, page 15.** Does the City have certain titles/ classifications in mind to include and price on this form, or should bidders propose their own titles/classifications and rates?

City’s Response: The bidder should propose their own titles/classifications and rates.

13. **Proposal Form, page 15.** Regarding the request for Unburdened Hourly Rate, Overhead Rate, and Profit Percentage, considering that multiple titles/classifications are required, is it acceptable for the Proposal Form to reference an attachment listing all of the titles/classifications and breakdowns?

City’s Response: Yes

14. **Proposal Form, page 15.** Regarding the request for Unburdened Hourly Rate, Overhead Rate, and Profit Percentage, since certain positions may be filled by different employees and sub-consultants over time, can we provide a range of costs for each title/classification?

City’s Response: The City is in process of issuing an addendum to the RFP which will change the price related requirements from the delineation

of Unburdened Hourly Rate, Overhead Rate, and Profit Percentage to a proposal that is stated as a fully burdened, “all inclusive” hourly rate per job title/classification/position.

15. **Proposal Form, page 15.** Regarding the request for Unburdened Hourly Rate, Overhead Rate, and Profit Percentage, how should prime contractors present the cost of labor for subcontractors?

City’s Response: See response to Question #14 above.

16. **Proposal Form, page 15.** Would the City consider revising the request for rates on the Proposal Form, and instead only require burdened rates by title/classification, effectively creating a fee schedule with unit hourly rates for each title/classification?

City’s Response: See response to Question #14 above.