FAQ's for On-Call Engineering RFQ

Do we have a two-page limit for the statement of qualifications per category submitted and an additional two-page limit for the cover letter, which is 4 pages total? Could you let me know if that is correct or if I have read that wrong?

You are allowed two pages for the entire submittal *plus* a two-page cover for each category and two pages for the qualifications.

Can we provide the electronic copy on a memory stick instead of a CD?

Yes, a memory stick is fine.

Can you confirm that item #2 in Submittal Format is a 2-page cover letter for general firm information, plus a 2-page cover letter for each category?

Yes, two pages for entire submittal indicating which categories are being submitted, *plus* a two-page cover for each category.

Are the references 3 per category or 3 overall?

3 references for each category, but you can use the same reference for more than one category.

Does each 2-page cover letter for each category needs to contain litigation history? Or should that just be contained in the 2-page general firm cover letter?

Litigation history can be contained in the general firm cover letter.

Is there a time limit on the litigation history? Or complete history since the company was founded?

The last 10 years of litigation history is sufficient.

In the terms of service, is the initial term of the prequalified/approved On-call list for award of contracts one (1) year or three (3) years? The RFQ states one (3) years.

The on-call selection is good for 3 years. The City's purchasing policy allows staff to have a contract for one year with up to two 1-year extensions, that is where the 3 years comes from.

It states that "Submittals are to be addressed and delivered as follows" and then "On-Call Engineering Services – (Professional Service submitting for)" – if submitting on multiple, should it just state "multiple" in the parentheses?

Answer: Please state "multiple" and then list the categories. This makes it easier for the selection committees.

Where can I find the City's Scope of Services?

You can find the City's Scope of Services on the City website or by following this link: http://www.joplinmo.org/DocumentCenter/View/4532/Scope-of-Services?bidId=