

**ZONE 7 WATER AGENCY  
REQUEST FOR QUALIFICATIONS, RFQ NO. 2024-20  
FOR ENGINEERING & OTHER PROFESSIONAL SERVICES**

**RESPONSE TO QUESTIONS**

**January 29, 2024**

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1. Question:

Please clarify the following: "The total SOQ length (items 2 through 5, below) should not exceed 8 pages for each category, excluding resumes. Responses need only be limited to those categories of work in Attachment A for which you are seeking eligibility listing."

- a. For Item 2, we assume this section will include general info about the firm, as well as more specific info relevant to the categories we are selecting.
- b. For Item 3, is it limited to five (5) team members (including contract manager) per category? We also interpret the SOQ to mean that different contract managers can be presented for different categories.
- c. If we select four (4) categories, does this mean that Sections 2-5 combined cannot exceed 32 pages?

Response:

- a. Item 2 in the RFQ lists the following requirements for the Introduction section: brief firm profile including history, staff size, office location(s), and areas of expertise.
- b. Item 3 in the RFQ specifies that summaries of qualifications for key staff are limited to up to five (5) team members per each submitted qualification. Resumes may be included as attachments for additional team members not highlighted in the qualifications summary.
- c. Each submitted qualification should not exceed eight (8) pages. Consultant may elect to submit a single qualification, up to eight (8) pages total, that includes a single category or multiple categories. Alternatively, the Consultant may elect to separate qualifications for each category of interest, up to eight (8) pages total for each separate, submitted qualification. Consultant to determine if a combined qualification or separate qualification for each category is of best interest for the proposer.

2. Question:

- a. Is a separate SOQ required for each service category for which we are submitting qualifications?
- b. In the references section, are you looking for key personnel references or firm references related to the scope of work for each category?

Response:

- a. See Response 1.c.
- b. Item 5 in the RFQ – Team References specifies providing references for projects including key personnel.

3. Question:

Please clarify if a consultant must be able to provide support for all 'typical assignments' listed in a particular engineering services category to be eligible for the category. The Introduction suggests that not all of these specialties/disciplines need to be available, but we would like to confirm.

Response:

In order to be selected for an on-call contract, it is preferable for the selected firm to be able to perform most or all of the "typical assignments." If the firm cannot provide most or all of the "typical assignments," the firm should be able to subcontract the other remaining tasks if those services are needed. For example, water treatment plant support, transmission pipeline support, and well support (including downhole well expertise) are core aspects of Zone 7's business and are anticipated to be needed under the Water Supply Systems Engineering Services category. A consultant who does not have expertise in one or more of these areas and would like to be considered for this category may want to be clear in the SOQ that they would subcontract to provide those services.

Additionally, a consultant who can perform limited scope on a "typical assignments" list may still submit a proposal since this list will be kept for five years and can potentially be the first step of a future project-specific request for proposals (RFP) process.

4. Question:

If we are submitting on multiple categories, may we use section dividers to organize the document? If so, are they counted towards the 8-page limit per category?

Response:

Section dividers may be used to organize the document between each discipline. Each section divider should only contain a subject title. The section dividers would not count towards the eight (8) page limit. The eight (8) page limit for the Statement of Qualifications (SOQ) still holds. See Response 1.c. above regarding SOQ for multiple categories.