



Port of San Francisco
REQUEST FOR QUALIFICATIONS
AS-NEEDED ENVIRONMENTAL AND RELATED PROFESSIONAL SERVICES
RFQ QUESTIONS AND ANSWERS

1. Should we prepare qualifications tables (per Section 5 of the RFQ) for what we define as key program staff, or for all staff shown in an organizational chart? We believe the Port intends to limit this to key staff, but we would like to confirm.

ANSWER: In response to Section 5 of the Attachment V, the organizational chart may be limited to key staff members.

2. Is there a maximum number of qualifications tables (per Section 5 of the RFQ) that can be included? Or may we reproduce additional tables if we have more key staff.

ANSWER: You may reproduce additional tables in Attachment V to identify key staff members.

3. Should resumes be provided for all staff shown in the organizational chart, or just for staff for whom qualifications tables (per Section 5 of the RFQ) are not prepared? Should resumes be 1 or 2 pages?

ANSWER: Please submit resumes for key staff members. Please limit resumes to one page.

4. Can we include graphics or tables in the Attachment V template?

ANSWER: Yes, tables and graphics may be submitted in the response template, Attachment V.

5. For a JV response, can you confirm that a current city-county vendor ID and federal tax ID is not mandatory at the time of submittal?

ANSWER: The San Francisco vendor identification number and federal tax identification are not required at the time of proposal submittal.

6. We understand it is required to submit resumes and qualifications for subconsultants. Is it also required to submit resumes and qualifications for subcontractors (i.e., drillers, traffic management staff, utilities locators)?

ANSWER: Please submit resumes and qualifications for each of the team members.

7. Given that the Port intends to award three separate contracts, are LBE subcontractors required to be exclusive to one team? Would there be any conflicts if the subcontractor were invited to multiple interviews?

ANSWER: LBE subcontractors are not required to be exclusive to one team. However, to promote diversity and competition, the Port strongly encourages the inclusion of multiple and varied LBE subcontractors on all of the proposing teams. A subcontractor may be invited to participate in multiple interviews.

8. Attachment V: Response Template, page 7 of 11, Item 2 asks for a list of current and past environmental services clients. Our firm has been involved in hundreds of environmental service contracts and cannot provide an exhaustive list. Could the Port specify how many examples would suffice?

ANSWER: Three to five examples of current and past environmental services clients will suffice in response to Attachment V page 7.

9. For Section C. Prime Consultant and Team Experience - Are the three prior project descriptions all describing experience of the prime proposer? Or can one or more the descriptions be from a major subconsultant (in which the prime proposer had little or no role)?

ANSWER: Prior project descriptions may describe the work of a subconsultant.

10. On page 8 of 11 of the RFQ, under Section 4.2 item D, it says to label the Proposed Fee Schedule with the RFQ#PRT1617-04. Should this be revised to RFQ#PRT1617-17?

ANSWER: Good catch! The fee schedule should be label RFQ#1617-17.

11. Are Respondents required to include their subcontractors MCO and HCAO Declaration forms with RFQ Attachment III because it does not specify whether the submittal is required by the prime only or whether the subcontractors are required as well? If the subcontractors are required to submit the MCO and HCAO declaration forms, are they required to submit wet signatures and provide the documents on recycled paper?

ANSWER: No, prime contractors are not required to submit their subconsultants MCO and HCAO declaration forms.

12. Does the Port intend to impose liquidated damages (Contract Section 4.7) or require a performance bond (Section 4.8) for this contract?

ANSWER: Contract terms will be negotiated after contract award.

13. On page 11 of Attachment V, Section F. Program Budget, the Port references including a "three-year Proposed Fee Schedule identifying (1) each staff person's name, (2) professional discipline or job classification, (3) job description, and (4) billable hourly rate for all Respondent and proposed subcontractor and/or partner staff in a separate sealed envelope in accordance with

RFQ Section 4, Response Submission Requirements.” Given the RFQ language, is this actually meant to be a four-year proposed fee? Secondly, how does the Port intend to handle escalation rates over this 4-year period?

ANSWER: Contract terms will be negotiated after contract award.

14. In the Port’s flyer describing this contract that was released prior to the official RFQ, there is language referencing “Dredging support services may also include 3rd party dredge inspection, including pre-dredge equipment inspection and on-site dredge inspection and reporting.’ Does the Port anticipate needing a ‘dredge equipment inspector’ under the scope of services?

ANSWER: The Port may dispose/place dredged material at multiple sites, including in-Bay, offshore at the San Francisco Deep Ocean Disposal Site (SFDODs), and at beneficial reuse sites such as the Montezuma Wetland Restoration Site. Inspections are required for all dredging operations regardless of disposal/placement site. All scows bound for disposal at SFDODs will require an independent 3rd party inspector scow certification, as required by the U.S. Environmental Protection Agency Standard Ocean Disposal Conditions for SFDODs.

15. Per CMD Form 5: are signed forms required for each individual teaming partner? Or can the prime submit one combined form for the entire team, including subconsultants (with only the prime providing signature?)

ANSWER: On CMD Form 5, please indicate key personnel designated to work on this project for the entire project team including prime proposer, joint venture partners, subconsultants, and vendors.

16. Can we include 11 x 17 pages?

ANSWER: Proposals must be submitted on 8.5 x 11 paper.

17. Are all subconsultant teaming partners required to include a San Francisco business license and/or have a Vendor number at the time of submittal?

ANSWER: Prime contractors and joint venture partners are required to obtain a San Francisco business license and vendor number. Subconsultants are not required to obtain a San Francisco business license and vendor number.

18. Is the HRC Form 12B-101 required only from the Prime contractor?

ANSWER: Yes, only prime contractors and joint venture partners are required to submit HRC Form 12B.

19. Is the IRS Form W-9 required only from the Prime contractor?

ANSWER: Yes, only prime contractors and joint venture partners are required to submit an IRS Form W-9 for vendor registration.

20. For the Prime Consultant Experience project examples (Section C of Attachment V), are we to list only prime key staff and subconsultants that are also being proposed for the current As-needed Environmental opportunity?

ANSWER: Please provide key staff and subconsultants associated with the project examples identified in Attachment V Section C.

21. The RFQ Attachment V Key Personnel lists specific qualifications. Does the qualified personnel also include 1) California Registered Engineers and 2) LEED Accredited Professionals?

ANSWER: Yes, the key personnel listed in Attachment V should include at least one California Registered Engineer and LEED Accredited individuals.

22. The RFQ Section 2.3 lists environmental engineering as a major service category. Because environmental engineering is very broad, can the Port provide examples of specific services that may be expected in this category?

ANSWER: Examples of environmental engineering services related to this RFQ may include:

- Assisting with and troubleshooting operation of the wastewater treatment system at the EcoCenter
- Repairing the bilge water and wastewater treatment systems at Hyde Street Harbor
- Design and operation of a treatment system for either soil or ground water.
- Assisting with the repair and operation of the gurry pumps at Pier 45.

23. If forming a JV, does each member of a JV have to meet the minimum qualifications on its own? Or just the lead JV?

ANSWER: Per the Contract Monitoring Division, each joint venture partner must meet the project's minimum qualifications.

24. In Attachment V, F. Program Budget, the RFQ indicates respondents should provide a three-year Proposed Fee Schedule. Should firms provide separate rates for years 1-3?

ANSWER: Firms may provide separate rates for individual years, however, final rates will be negotiated after contract award.