



## Questions and Answers for As-Needed Environmental RFQ

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- 1. ISO14000: What is the scope? Are you seeking actual registration? Timeline? A:** *The Port is not requesting ISO14000 consulting services under this RFQ.*
- 2. Do you want the name and classifications of staff or can we just provide classification? People come and go over the course of several years and in the past we have had trouble adding staff to a contract. A:***Yes, the Port requires both the name and classification of staff. This is important to allow the Port to evaluate staff qualifications, as well as for future Port review and approval of staffing changes.*
- 3. Is there potential for CPI increase? A:** *No. Rates are required to be fixed for the full term of any contract awarded from this RFQ.*
- 4. Other than rate schedule, what forms (i.e. HCAO, MCO documentation) should be provided for subconsultants? A:** *There are no City vendor compliance forms that are currently required for subcontractors as part of the RFQ response process. Please review RFQ Attachment IV P-500 to determine the subcontractor requirements that may apply as part of contract award, such as insurance coverage. Other subcontractor requirements should be incorporated by selected prime Contractors into their own agreements with subcontractors and/or monitored by the prime Contractor for subcontractor compliance.*
- 5. How does the Port define “Environmental Engineering”? What sub-disciplines are included: water quality? Hydrogeology? Coastal engineering? Remediation Specialties? A:** *All of the above. There is no license specific to environmental engineering.*
- 6. Can current Port projects be used for consultant team experience? Can Port Project Managers be listed as references? A:** *Yes, Respondents may list up to two (2) Port projects as Prior Projects and Port Project Managers can be listed as Client Contacts/References. However, Respondents must submit at least one Prior Project Description for a client other than the Port of San Francisco.*
- 7. Is this project covered by local hiring rules? If so, what is the required percentage? A:** *The professional services under this RFQ are governed by City Administrative Code Chapter 21 so local hiring rules would not apply at this time.*
- 8. Who are the incumbents: How much of the current contract funds have been spent? What are the “top 5” most common/most anticipated types or services or disciplines needed? A:** *See Table 1 in Section 1.3 of the RFQ. It provides a listing of all contract service orders (CSOs), total amount awarded, and average CSO amount. This list also presents the most used types of services.*

**9. By “remediation services” do you mean remediation oversight (consulting) or capability to perform physical remediation through a contractor sub? A:** Respondents do not need a licensed remediation contractor on their teams. The Port has another contracting vehicle through DPW for environmental contractors to perform remediation. The Port’s contracts awarded from this RFQ could include services such as disposal of investigation-derived waste, sampling, or laboratory analysis to characterize material.

**10. Do you expect the respondents’ teams to include a full-service lab as a subcontractor or does the Port have a separate lab contract? A:** Yes, each Respondent should have a full-service, accredited lab on its team.

**11. Could a JV partner also be on other teams? A:** Yes, in accordance with the following protocol.

**12. Can a sub be on more than one team? A:** Yes, in accordance with the following protocol.

**13. Can a sub participate in more than one interview? A:** Yes, in accordance with the following protocol.

**Protocol Regarding Respondent Composition and Participation in Panel Interview Process**

- Any Respondent partners that are on more than one Respondent team will be required to disclose their multiple team participation to their Respondent partners.
- A vendor is allowed to be (1) a subcontractor on multiple teams, or (2) a single prime Contractor (or joint venture partner) on one team and a subcontractor on other teams submitting responses/proposals.
- If the vendor is a subcontractor on multiple teams, it will only be allowed to participate in the presentation portion of the panel interviews, and will be precluded from participating in the questions and answers portion of the interviews.
- If the vendor is a single prime Contractor or a joint venture partner on one team, and a subcontractor on any other Respondent teams, it will be allowed to fully participate in the panel interviews as a joint venture partner (presentation and Q&A), but will only be allowed to participate in the presentation portion of the panel interviews as a subcontractor.

**14. On the Pre-Response Conference, was it mandatory? A:** No. However, in accordance with City Administrative Code Chapter [14B.8\(D\)](#), Respondents that attended will be eligible for points as part of their Good Faith Outreach efforts.

(ER note: Check with Finbarr on the answer I drafted.)

**15. Subconsultant Documents: What contract documents (i.e. copy of business license, MCO Declaration, HCAO Declaration, etc.) should we provided for each of our subconsultants other than their Rate Schedules? A:** See answer to Question #4.

**16. Rate Schedules: Should we provide one rate schedule to be used for all three years or a schedule for each year? A:** *Please provide one rate schedule. Rates are required to be fixed for the full term of any contract awarded from this RFQ.*

**17. For joint venture (JV), do we need a unique city vendor number or can we use the individual city vendor numbers for each party in the JV? A:** *Any JV Respondent will need a unique City vendor number.*

**18. Can we obtain the Federal ID number and Business tax registration number for the JV after the RFQ's consultant selection is made? A:** *Respondents must have fulfilled all City administrative requirements, as described in RFQ Attachment III, at the time of contract award.*

**19. On RFQ Attachment V, Section C, it is stated that "Respondents who submit more than three Prior Project Descriptions are advised that the Port will only review the first three Prior Project Descriptions to determine whether the Respondent has met the RFQ Minimum Qualifications", would that also mean that only the first three projects will be considered for the 20 points score? A:** *Yes, only the first three Prior Project Descriptions will be reviewed and scored.*