



**Port of San Francisco  
Elaine Forbes  
Executive Director**

**RFQ for As-Needed Environmental and Related Professional Services**

**Reply to Questions Received Through  
Friday, May 17, 2019 at 5:00 P.M. (PST)**

**Date:** May 20, 2019

**To:** All Prospective Respondents

**From:** Albie Udom

This notice responds to the questions received by the Port of San Francisco regarding the As-Needed Environmental and Related Professional Services RFQ.

**Question 1:**

*What's the qualification requirement for a non-lead JV firm? The RFQ does not specify it?*

**Port Response:**

All JV partners are Prime Consultants. The minimum qualifications for Prime Consultants are listed in Section IV.A on page 5 of the RFQ. The requirements apply to all JV partners. The submission requirements for Prime Consultants including JVs are specified in Section V.C.3. on page 8 of the RFQ.

**Question 2:**

*We understand that we cannot submit personnel from the port as reference. I would like to confirm that we can use the project that conducted for the Port of San Francisco in the project description section for the Statement of Qualifications.*

**Port Response:**

Confirmed.

**Question 3:**

*In regard to Page D-1/Appendix D in the RFQ:*

*“Has your company enrolled with Paymode-X to receive ACH payments from the City”: for proposed JVs is it suitable to indicate Yes if each JV partner has enrolled; or would each the proposed JVs need to go through the cost and effort of setting up established entities and opening banking accounts for them without certainty that it would be needed (i.e. prior to selection)--which would impose additional direct cost and effort for LBE partners—to check yes? Further, would an indication of “no” – reflecting that such an enrollment would occur after award and prior to any task order award -- disqualify a firm from consideration?*

**Port Response:**

Only the Prime Proposer/JV need complete the form. As this is not a minimum qualification, an indication of “no” reflecting that such an enrollment would occur after award and prior to any task order award will not disqualify a firm from consideration.

**Question 4:**

*Do all teaming partners have to provide the HCAO form?*

**Port Response:**

The Port does not require any HCAO forms to be included with the Submittal. Such forms may be required after a Notice of Intent to Award a Contract is issued to a Consultant. Only the Prime Consultant/JV would need to complete and submit the forms if required.

**Question 5:**

*Do all teaming partners have to provide the MCO form, or just the Prime/JV?*

**Port Response:**

The Port does not require any MCO forms to be included with the Submittal. Such forms may be required after a Notice of Intent to Award a Contract is issued to a Consultant. Only the Prime Consultant/JV would need to complete and submit the forms if required.

**Question 6:**

*CMD Form 4 (JV) was not included in the original RFQ download packet. Can you please provide, especially if there are newer versions that what are available through other City sources?*

**Port Response:**

CMD Form 4 is on pages 17 and 18 of Appendix G, CMD Forms Attachment 2. It can also be downloaded at <https://sf.gov/cmd/sites/default/files/Documents/CMD%20Attachment%2020-%208.01.16.pdf>