

ADDENDUM 7
01/22/2025

QUESTIONS/ANSWERS

1. On page 5, under the list of project types for the RRSP Program, "Jurisdictional efforts to leverage the 'Street Smart' program" is listed. Will you please clarify what you mean by this?

RRSP projects are unlikely to include "jurisdictional efforts to leverage the Street Smart program, so this item does not need to be considered in this list of potential tasks. Offerors should disregard this item when developing submissions.

2. On page 6, under the list of project types for the TWR Program, "Renderings of site massing, elevation, or facility interior/exterior spaces" is listed. Will you please clarify what type of interior/exterior spaces this is referencing?

Thirty-percent design projects are unlikely to include interior facility spaces, so this item does not need to be considered in this list of potential tasks. Offerors should disregard this item when developing submissions.

3. Are we allowed to provide a proposal cover with the letter of interest immediately following or do you want to see the letter of interest as the cover?

We do not have a required format for the cover and letter of interest.

4. This will be a three-year base term contract with two one-year options. Should the fully burdened hourly rates cover only the base term or should escalation be included to cover the option periods as well?

For submissions in response to this RFQ, fully burdened hourly rates should only cover the base term.

5. The RFQ Response Form on page 15 references "Proof of Insurance provided by the insurer as per the Terms and Conditions"; however, the RFQ Terms and Conditions do not contain insurance requirements. Can MWCOC clarify the types of insurance and coverage limits it is looking for?

This comment correctly notes that the RFQ Terms and Conditions do not contain insurance requirements, so therefore offerors can disregard this requirement. Offerors are asked to provide proof of insurance in submissions responding to this RFQ. Certificates of insurance will also be required for each task order.

6. The RFQ Response Form also requires submittal of a Good Standing Letter. Can MWCOG clarify what should be submitted to satisfy this requirement? For example, would it be a certificate of good standing from the state where the firm is incorporated? Or is there a specific jurisdiction that MWCOG is looking for?

A Letter/Certificate of Good Standing refers to a certificate issued by a state's Secretary of State office (or comparable agency). It verifies that a registered business (e.g., an LLC or corporation) has complied with all of the state's rules for conducting business in that state. "Good standing" means that a company is up to date on filing its state reports, obtaining its state licenses and permits, paying its state taxes and fees, and complying with other statutory rules for operating the business entity. In short, a letter of good standing serves as proof of a company's business compliance status.

7. Page 6 of the RFQ states that "If a contractor chooses not to bid on a project or chooses not to accept a task, they will not be disqualified from being offered future opportunities to bid." Based on the broad range of services covered by this procurement, there may be certain tasks where a particular contractor does not have the staff availability or staff expertise/experience to bid on. Can MWCOG confirm that contractors are not required to bid on task orders for which they do not have the appropriate experience, expertise, or availability to provide the requested services?

MWCOG confirms that contractors are not required to bid on task orders.

8. The RFQ states references should include past COG-related work. Can you please clarify if the references must be from MWCOG only or can we use other clients/agencies?

References to COG related work can include clients/agencies from outside COG/MWCOG.

9. Cover letter - Who at MWCOG to be addressed to?

Gail Crichlow, Contracts & Purchasing

10. Formatting requirements and preferences -Please state any preferences regarding font, page limits (overall or by section), or other formatting.

No preference on font

No preference on page limits

Preference for font size: no smaller than 9 pt for tables, no larger than 12 pt for other text

11. Cost Proposal

Can a template be provided for the cost proposal that outlines what we must provide: i.e., average rate for labor categories or specific individual rates; raw -v- fully loaded rates; fee percentage, etc.?

We cannot provide a template. As described in the RFQ, please provide fully burdened hourly rates for available personnel, as well as other costs that may be associated with contract performance, including expenses related to travel.

12. DBE Percentage

Since we don't have a set budget for the RFQ stage, how should this information be conveyed?

Do we need to have a specific % for each DBE firm set at this stage, or can this be determined on a case-by-case basis for each project once awarded, provided each contract totals up to the DBE percentage total stated in our initial RFQ proposal?

DBE information is not required in offerors' submissions in response to this RFQ. As stated on page 10 of the RFQ, "There are no DBE requirements in response to this RFQ at this time. DBE plans will be required on the task order solicitations." The RFQ further elaborates: "DBE participation in the TLC, RRSP, and TWR programs shall be considered at the time that proposals are selected for task orders for specific projects. COG has determined that consideration of DBE participation will not be included in the evaluation factors for this RFQ because the participation of DBE subcontractors will not be specified until the proposals for task orders for individual projects are developed at a later time."

13. Quals

If we include an org chart, do you want specific names, or just the types of roles we are going to include?

Because an organization chart is not required in this RFQ, MWCOG does not have a preference regarding the information to be included in such a chart.

14. How many resumes are we allowed to include?

No maximum. Offeror should use their best judgment.

15. Projects

How many qualifications/project examples are we allowed to include?

No maximum. Offeror should use their best judgment.

Is there a time range/limit - in the last 5 years, etc.

No requirement. Offeror should use their best judgment.

Do you want the ECV (estimated contract value), services provided, etc.?

No requirement. Offeror should use their best judgment.

Do all sample projects included need to have a reference listed?

No requirement. Offeror should use their best judgment.

16. References

Anything beyond our completion of the reference form?

No