



**RESPONSES TO QUESTIONS REGARDING RFQ FOR
ON-CALL ENVIRONMENTAL/CEQA CONSULTING SERVICES**

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Note – some questions may have been abridged

- 1. QUESTION: Section 2.5 - Project-Related Experience: This says “Examples should be listed consecutively.” By consecutively do you mean in order based on date?**

RESPONSE: Yes.

- 2. QUESTION: Section 3.4 - under SUBMITTAL FORMAT: The page limit is identified as 30 double-sided pages. Does this mean 60 total sides?**

RESPONSE: Yes.

- 3. QUESTION: Attachment D.1 – Selection Criteria: Criterion No. 3 asks “Does the submittal include samples of work...” Does this refer to the submittal of an entire example document rather than a project summary? I note that Section 2.5 - Project-Related Experience requests “examples of the respondent’s experience” but doesn’t specifically ask for the submittal of samples of work.**

RESPONSE: Samples of actual work product are not requested. Please only provide summaries of past work.

- 4. QUESTION: Attachment C.8- Letter of Intent to Subcontract or Coventure: When identifying the minimum percent of the contract that a subconsultant will receive is it OK to provide a range?**

RESPONSE: Yes. However, if a percentage range is used it should provide Civic San Diego with enough information to evaluate, within a relatively narrow range, how much work will be subcontracted out to a subconsultant.

- 5. QUESTION: I have formed a team of subconsultants and am sending out the Letter of Intent. The Proposal indicates the Statement of Intent should be on the Prime’s letterhead. After reviewing the Intent language, it appears the letter should be coming from the sub consultant to the Prime, and should be written on the sub consultant’s letterhead. Please confirm if this change can be made.**

RESPONSE: Please follow the format of the example Letter of Intent provided in Attachment C.8. Place the example language in Attachment C.8 on your letter head and address it to the subconsultant. Fill in the blanks in the body of the letter. Then the subconsultant should sign at the bottom of this letter and return it to you.