



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

POSTED TO CIVIC SAN DIEGO WEBSITE ON JUNE 7, 2017

Note – some questions may have been abridged

**1. QUESTION: Is there an online list for potential bidders who expressed interest in submitting RFQs?**

**RESPONSE:** No, there is not an online interest list of potential bidders specific to this RFQ.

**2. QUESTION: Can an environmental firm submit both as a prime consultant and as a subcontractor in another firm's RFQ?**

**RESPONSE:** Yes.

**3. QUESTION: Who are incumbents from past years? Is this a follow on to an incumbent contract or is this a new requirement for Civic San Diego?**

**RESPONSE:** Civic San Diego ("CivicSD") has no current on-call consultant contracts for these services. No, this is not a new requirement for CivicSD.

**4. QUESTION: Will the awarded firms be precluded from working on projects for private proponents under review through this contract?**

**RESPONSE:** Please see RFQ Section 4.11 "Conflict of Interest/Financial Disclosure." Additionally, a Consultant may not prepare the Environmental Report for a Project for CivicSD, then subsequently and independently contract with the private proponent (e.g. developer/owner/contractor) to provide services on that same Project unless all of the following are true:

- (a) the Consultant does not negotiate or make arrangements to contract with any private proponent that will be involved in the Project while acting as a Consultant to CivicSD; and
- (b) if CivicSD issues a procurement for that Project, the Consultant has not been included on the private proponent's proposed team; and
- (c) if the Consultant previously contracted with the private proponent in exchange for the payment of money, all of the following are true:

- (i) the Consultant has completed all work for the private proponent; and
- (ii) the Consultant has received all payments from the private proponent in the normal course of the Consultant's work, and
- (iii) the Consultant has no expectation of contracting with the private proponent at the time when the Consultant provides Services to CivicSD.

**5. QUESTION: Please confirm that no travel time or mileage reimbursements are included on the Time and Materials task orders.**

**RESPONSE:** No travel time is reimbursable. Please see RFQ Appendix B- Sample Professional Services Agreement, Exhibit C – Time and Materials Reimbursement Schedule Section 4 for additional information on mileage reimbursements.

**6. QUESTION: The RFP states that the agency will select three firms to serve in an on-call capacity and that the agency will also use this solicitation as the basis for establishing a list of qualified firms to which additional project specific CEQA RFPs could be issued. Will this effort be the only opportunity to be considered for the formation of a “qualified list” or will there be another opportunity?**

**RESPONSE:** Although we anticipate this RFQ will provide the list of qualified firms for CivicSD's needs for the next three years, CivicSD may issue future RFQs for these services should the need arise.

**7. QUESTION: Will all subsequent project-specific RFPs then be distributed exclusively to those additionally qualified firms?**

**RESPONSE:** Yes, that is the intent for this on-call services RFQ. However, CivicSD may issue future RFQs for these services should the need arise.

**8. QUESTION: What type of projects do you expect to come out of the contract?**

**RESPONSE:** Please see RFQ Attachment A.1 “Scope of Services,” page A.1-1, for a description of types of projects and tasks. Since this RFQ is for as-needed services, specific projects have not yet been identified.

**9. QUESTION: The RFQ states contracts valued at \$25,000 or more have a voluntary subcontracting goal of 20 percent. What is the value of this on-call contract?**

**RESPONSE:** Please see RFQ Attachment A.1 “Scope of Services,” Budget section on page A.1-2.