



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

POSTED TO CIVIC SAN DIEGO WEBSITE ON JUNE 16, 2017

Note – some questions may have been abridged

- 1. QUESTION: If another firm is on our team will that preclude them from being listed as a subcontractor/subconsultant on other listings that will result from this solicitation?**

**RESPONSE:** No. Subconsultants may be listed on submissions from multiple respondents.

- 2. QUESTION: Page D.1-1 Criterion No. 3 references “samples of work”. Does this refer to the Project Related Experience description of relevant experience completed within the past 5 years or are actual “samples of work”, such as previously prepared environmental documents, studies, etc. expected with the submittal?**

**RESPONSE:** Please see Q&A posted earlier on Civic San Diego’s website for response to this question.

- 3. QUESTION: The RFQ states that “submissions shall not exceed a total of thirty (30) double-sided pages.” Does this mean that we can submit 30 pages with information/writing on both sides of each of those 30 pages? Or does this mean approximately 15 pages with information/writing on both sides?**

**RESPONSE:** The limit is 30 double sided pages, for a total of 60 page sides. Also please see Q&A posted earlier on Civic San Diego’s website for response to this question.

- 4. QUESTION: Please confirm that the cover and table of contents are each included in the page count. If the cover is part of the page count, is it acceptable to not have it behind a tab? Or to have a cover, and also a “cover sheet” that would be behind the tab and perhaps have more information on it?**

**RESPONSE:** Please see Section 3.4. It states that “tabs used as dividers between sections do not count toward the page limit.” Therefore, the cover and table of contents are included in the page count. It is up to you to decide whether the cover is going to be behind a tab or not. You are welcome to put information on the back of the cover page. However, if blank pages with tabs are used as dividers between sections, they are to be used solely for this purpose and not information/text that should be in the section itself.

- 5. QUESTION: If we only need to use one side of a page behind a single tab (for the cover page and the table of contents, for example), may we count this as one page, or do we need to count the blank side of the page as well?**

**RESPONSE:** Per RFQ Section 3.4, “Submissions shall not exceed a total of thirty (30) double-sided pages.” So each page that has two sides counts towards the 30 page limit, including the cover and table of contents. You are welcome to put information on the back of the cover page and table of contents.

As a reminder, per RFQ Section 3.4 “the ‘Additional Required Documents’ listed in Section 2.10 of the solicitation do not count toward the page limit.”

- 6. QUESTION: Is it necessary to also use 11 pt. font within tables and on the organization chart? Can the organization chart be 11” x 17” if necessary?**

**RESPONSE:** Please see RFQ Section 3.4. The minimum font size is 11 for the 30 double-sided pages. There is no maximum font size, as long as it is at least 11 pt. font. Yes, the organization chart can be 11” x 17”. The intent is to make your submittal legible for the reviewer. So if you need to use smaller than 11 point font for a table or organization chart, please do so sparingly.