

Request for Qualifications
On-Call Planning Assistance
Questions and Answers – Posted March 25, 2024

Question # 1: Must consultants have expertise to perform ALL of the scope items or is select expertise sufficient for consideration (e.g., transportation planning)?

Answer to Question # 1:

No.

Page 1, 5th paragraph of the RFQ states: “The RPCGB invites qualified professional Consultants having expertise in any of the following fields to respond to this Request for Qualifications (RFQ) for On-Call Planning Assistance.”

And Page 4 under directions for the “Cover Letter / Letter of Interest” states “Note which of the following six planning fields that the Consultant is asking to be qualified for under the On-Call Planning Assistance contract:

- Long-range planning services
- Housing
- Public engagement
- Transportation planning and engineering
- Urban design
- Ordinance updates”

Question # 2: Does the RPCGB have a preference for singular consulting firms, as opposed to consulting teams with subconsultants?

• **Answer to Question # 2:**

No.

Page 2, 2nd paragraph under “General Information” states “As the ‘prime Consultant’ seeking to be qualified under this RFQ process, please do not feel the need to pick and highlight sub-consultants at this stage in the process. If you choose to do so, you can highlight sub-consultants in this RFQ submittal, but it is not required at this time. Qualified “prime Consultants” under this RFQ will have the ability to later choose their preferred sub-consultants to highlight in their respondent packages when various Notice of Needs for projects are issued. The desired selection of sub-consultants can vary with the project need.”

Question # 3: Should consultants include DBE subconsultants on our team at this time or await awarding of specific work orders?

• **Answer to Question # 3:**

Page 5 under Attachment E: DBE certification (if applicable) states “The RPCGB recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women-owned/managed or Disadvantaged Business Enterprises (DBE). While there is no requirement for DBE-involvement for this contract, DBE firms are requested to submit evidence of such classification with the Qualifications Package.”

A DBE firm is not required to be on a consultant team for this RFQ submittal package and will also not be required when a Notice of Need for a project is issued. If a firm on your team is DBE certified, please provide a copy of the DBE certification.