



RESPONSE TO QUESTIONS ON DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES REQUEST FOR PROPOSALS

Prepared on 5/17/21 by Tom DiPietro

Questions on the South Burlington DPW Engineering Services RFQ were due by 3 pm on May 14, 2021. Below is a summary of the questions received and responses from the City.

1. **Are specialty subconsultants (survey, geotechnical, wetlands delineation, archaeology/historic preservation, etc.) required to be specifically identified in qualifications submittals, or may they be included in project specific scopes of work as needs for specialty services are identified? Specialty subconsultants are not required to be specifically identified. Firms may “team-up”, or identify specialty sub-consultants as they see fit.**
2. **If specialty subconsultants are required to be identified, what level of qualification details should be included with the qualifications submittal to ensure responsiveness? Specifically defining specialty subconsultants is optional. Specifically defined subconsultants that are defined must, at minimum, provide information as described in section III(2) and III(6) of the RFQ document. Any, subconsultants specifically defined are encouraged to submit information as defined in sections III(3) and III(5). The prime consultant should include specifically defined subconsultants in the project management structure as defined in section III(4).**
3. **As the proposal file is likely to be above the 5 MB threshold would the City be able to accept the digital file via a OneDrive or Sharepoint site? Yes, OneDrive or Sharepoint are acceptable. If you intend to submit using these methods please reach out to Tom DiPietro at tdipietro@s Burl.com to coordinate ahead of the submission deadline.**
4. **On Page 5 of the RFQ, it says to provide 3-5 references. Should that be total, or for each project category we are pursuing? Please provide a total of 3 to 5 references.**
5. **Please confirm that covers, tab dividers, and a table of contents are excluded from the 60 page limit. A cover page, table of content, and dividers will not be counted toward the 60 page limit.**
6. **Will the cover, cover letter, dividers, and table of contents page count toward the 60-page limit of the SOQ? A cover page, table of content, and dividers will not be counted toward the 60 page limit.**

Submissions are due by 3 pm on June 4, 2021.

We look forward to receiving proposals.