

Addendum 2

City of Minneapolis
2017 – 2020 Public Works Consulting Pool
PART 2 of 2 RFP, Questions (Q) and Answers (A)
Posted: June 24, 2016

Part 2 "Q & A"

- Q** From the RFP:
The consultant can submit “free-form” pages that can be used to add any additional pertinent information, relating to each particular *Area of Expertise* you firm desires to do consulting work. Free-form pages may be used for additional/continuations of Pages 2-5 of the consultant’s proposal, as stated above (to include the “Firm Project Experience Matrix” page). The maximum free-form pages allowed for each Area of Expertise is also listed in Exhibit 1.
1. If the free-form pages are allowed for pages 2-5, how many, and could a cover page be a free-form page?
- A** The total number of free-form pages allowable for each Area of Expertise, which includes any continuations of pages 2 -5, is listed in Exhibit 1, right hand column. Yes, a cover page could be a free-form page, for an Area of Expertise; however a cover page used to submit a proposal is not considered a free-form page.
- Q** 2. For the Firm Personnel evaluation criteria, it states Minnesota registration is required. Is this only for key staff?
- A** Generally "Yes" and particularly if a future individual work scope of services requires the creation of a construction plan, which is required to be signed.
- Q** Please provide a list of the 32 companies included in the City’s 2013 to 2016 Public Works Consulting Pool.
- A** Barr Engineering, Kimley-Horn, Short Elliot Hendrickson, SRF Consulting, AECOM, Alliant Engineering, American Engineering Testing, Arcadis U.S., Bolton & Menk, Braun Intertec, Brown and Caldwell, Burns & McDonnell, CDM Smith, CH2M Hill, CNA Consulting, Community Design Group, The Consulting Engineers Group, Foth Infrastructure, HDR Engineering, HNTB Corporation, Houston Engineering, HR Green, Northern Technologies, Olson & Nesvold, Paulson & Clark, ProSource, Stantec Consulting, Terracon Consultants, Ulteig Engineers, URS Corporation, Walker Parking, WSB & Associates
- Q** On the bottom of page 4 of the RFP it states: “Tier II contracts are ONLY available for the following Areas of Expertise” and the areas are listed as bullets. However on Exhibit 1, those areas are not shaded under the Tier 1 column, so it appears they can be checked/applied for as a Tier 1 contract. So does this mean the areas of expertise listed on pages 4-5 may be applied for as Tier I and/or Tier II?
- A** Yes, for the RFP in general. A Proposer for the RFP can only submit for a Tier I OR Tier II, NOT both.
- Q** Are you able to clarify or identify the specific projects that are projected for solid waste/zero waste studies in the next 3 years?
- A** No
- Q** We want to clarify that the page limits listed in exhibit 1 are cumulative. (eg. Traffic operations, firm project experience matrix form exhibit 2 allows 4 pages, 2 additional free form pages, for a total of 6 pages).
- A** Correct

Q My question is on Exhibit 2: Firm Project Experience Matrix. For each area of Expertise, we have 4 past projects that we would like to highlight. Under the Project Activities column of the Matrix, there are 4 rows/cells. Can we use all 4 rows to describe our past projects and document the personnel and their responsibilities? We plan to submit 4 areas of Expertise and 4 past Client projects for each Expertise Category so we will be submitting 16 Exhibit 2: Firm Project Experience Matrixes. Is this correct?

A The key for the Firm Project Experience Matrix pages are the columns, which are Project Activities, Completion Date, Key Personnel and Key Personnel Roles & Responsibilities and are to be printed on each page. Each row is to illustrate/discuss only one project. The number of rows/projects per page is up to the Proposer, so you may choose to have one row on a page or, say six rows or whatever will fit on the page. Keep in mind the font size has a limit, per the RFP. Also the Matrix page may be submitted portrait or landscape, proposer's choice. Also a row may start at the bottom of one page and continue on the top of the next page, if this happens make sure to number the Matrix pages. Second question, since there are no Areas of Expertise that have a maximum number of Matrix pages less than 4 and if you submit one row (one project) per page; your Matrix page count would be 16.