

Non-Mandatory Site Inspection Tour May 13, 2021

Questions raised prior to the Tour:

- Q1. Would you consider electronic submittals only?
- A1. No. Six hard copies and one electronic copy must be included with the submittal.
- Q2. Page 7 specifies that a certification of accuracy **MUST BE PROVIDED BY THE HIGHEST RANKING OFFICIAL RESPONSIBLE FOR THE FIRM'S SUBMITTAL**. Can you clarify what this is?
- A2. A person that can obligate the firm must affirm that the information provided in the RFQ is accurate.
- Q3. Evaluation criteria asks for 3 references. Does this also mean you only want 3 relevant projects in the past 5 years, since there is no specified spot for the references?
- A3. References from individuals representing three projects of similar size, scope and complexity should be included with the response to the RFQ.

Questions raised after the Tour:

- Q4. Is the MCCFA able to share the presentation materials along with requested documents?
- A4. Presentation materials, documents and answers to the questions will be available on the MCCFA's website.
- Q5. Is the MCCFA aware of any short-term or long-term master plans for the district they may impact?
- A5. City Wide has a template – activated; not active – MCCFA will see if it can get possession of the template.
- Q6. Are submittals to propose one method of delivery or more than one?
- A6. Submitters are not to propose various delivery methods. Project delivery methodology will be determined in consultation with the designer and the Board on a task-by-task basis.



Comments by David O'Neal from Conventional Wisdom (CW) after Site Inspection Tour:

- Conventional Wisdom is a technical and strategic advisor to the MCCFA Board and is not a voting member of the selection committee.
- Please note the upcoming critical dates in the RFQ:
 - Clarifying questions sent to CW – May 20, 2021 by 3pm EDT
 - Qualification Submittals due to CW – June 3, 2021 by 3pm EDT;

MCCFA recognizes that, as of late, express mail deliveries have not been reliable in meeting submittal deadlines. Therefore, receipt of a complete electronic copy of the submittal to CW by the due date/time will be deemed as “on time” – hard copies must be provided ASAP.

- Three professional references from individuals representing three projects of similar size, scope and complexity should be included with the response to the RFQ.
- Providing SF 330 is not required, but is helpful to the evaluation committee

Special clarification for RFQ submittals:

- **Upon further consideration, the MCCFA recognizes the administrative, regulatory and contractual challenges of an agreement between consulting design entities. Therefore, this submittal may include two design firms as part of the qualification submittals. The submittal must identify each firm, its respective roles and responsibilities; personnel must be identified by firm in resumes, organizational structures and project references. Engineering and other specialty subcontractors may not be included in the submittal.**