

# Clarification Log

**Date:** 6-18-2024

**Project Number:** B21001

**Project Title:** CITY OF SPRINGFIELD – ENGINEERING BOND PACKAGE #1

Date	Question	Response														
6/18/2024	Within section “VI. Instructions to the Proposers” the RFP specifies <u>July 24<sup>th</sup></u> at 2 PM as the proposal due date. Where other areas such as “V. Schedule for Selection Process” and on the 2 <sup>nd</sup> page of the RFP shows <u>July 10<sup>th</sup></u> at 2 PM as being the proposal due date. What is the correct due date?	<p>Proposals due July 10<sup>th</sup>, 2024 by 2pm.</p> <p>V. Schedule for Selection Process</p> <table border="1" data-bbox="927 510 1471 632"> <tr> <td>RFP Package Available</td> <td>June 14<sup>th</sup>, 2024</td> </tr> <tr> <td>Request for Clarification/Questions Due</td> <td>June 28<sup>th</sup>, 2024, noon local time</td> </tr> <tr> <td>Proposals Due:</td> <td>Wednesday, July 10<sup>th</sup>, 2024, 2pm local time</td> </tr> <tr> <td>Review &amp; Interview (if applicable)</td> <td>Thursday, July 11<sup>th</sup> to 18<sup>th</sup>, 2024</td> </tr> <tr> <td>Intent to Award Notice (approximate)</td> <td>Monday, July 24<sup>th</sup>, 2024</td> </tr> <tr> <td>Contract Award (approximate)</td> <td>Tuesday, July 28<sup>th</sup>, 2024</td> </tr> <tr> <td>Design Begins (approximate)</td> <td>August 1<sup>st</sup>, 2024</td> </tr> </table>	RFP Package Available	June 14 <sup>th</sup> , 2024	Request for Clarification/Questions Due	June 28 <sup>th</sup> , 2024, noon local time	Proposals Due:	Wednesday, July 10 <sup>th</sup> , 2024, 2pm local time	Review & Interview (if applicable)	Thursday, July 11 <sup>th</sup> to 18 <sup>th</sup> , 2024	Intent to Award Notice (approximate)	Monday, July 24 <sup>th</sup> , 2024	Contract Award (approximate)	Tuesday, July 28 <sup>th</sup> , 2024	Design Begins (approximate)	August 1 <sup>st</sup> , 2024
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6/18/2024	The RFP notes in Section “III. Proposal Submission Requirements, Content Requirements, 5. Fee Proposal” to “..not submit the fee proposal with the proposal package”, however below the RFP notes: “In addition, proposers are to break those hours down by type of employee that will be assigned to this engagement which <b>IS</b> required to be submitted with the proposal”. While the Fee Proposal section is called to not be included with the proposal package, shall the breakdown of hours by each type of employee be included within the proposal package?	Yes, the breakdown of hours by each type of employee should be included within the proposal package. The suggested format is available in section 5.														
6/18/2024	In Section “III. Proposal Submission Requirements, Content Requirements” of the RFP, numbers 8-14 are included in the submission requirements. With Attachment #'s 1-4 being provided by the City through the RFP, do these need to be included again within our proposal submission? Additionally, are Attachment #'s 5-7 required to be included within our proposal submission?	The attachments are included in the RFP, please see the full RFP document here: <a href="https://springfield-or.gov/S3643-2024-Engineering-Bond-Package-1-RFP-Final-1.pdf">S3643-2024-Engineering-Bond-Package-1-RFP-Final-1.pdf (springfield-or.gov)</a>														
6/18/2024	Section “IV. Evaluation and Selection Criteria, 2. Evaluation Criteria” includes the evaluation criteria “Understanding of work to be performed and ability to manage work (Reference Section III (3))” for 20 points. The RFP however provides no requirements to include/address within our Understanding or Approach. Shall this be included within our proposal? If so, is any specific format required?	Yes, you should include your understanding of the work to be performed (referenced in Attachment #1, Scope of Work” and include the firms qualifications as noted in Section#3.														

6/18/2024	The RFP does not include mention of a specific page limit. Is there a specific page limit the City would like us to follow?	Please limit the page total to no more than 20 pages.																					
6/19/2024	<p>Could you confirm that proposers are to submit a breakdown of hours by job title as part of our proposal response (rather than as part of the subsequent fee proposal)? The exact RFP wording is pasted below for reference. Thanks in advance for any clarification you can provide.</p> <p><b><u>RFP Section III.5.:</u></b>  <i>Fee Proposal – Do not submit the fee proposal with the proposal package. A fee proposal should be completed in conjunction with the proposal and be ready to send to the City within 24 hours of notification of the Intent to Award notification. The fee proposal must list the total person-hours, hourly rates, and work task and function costs. The proposal must show all costs for the project, including overhead costs, miscellaneous expenses, and sub-consultants, and must include the Proposer's method of calculating the fee.</i></p> <p><i>In addition, proposers are to break those hours down by type of employee that will be assigned to this engagement which <b>IS</b> required to be submitted with the proposal.</i></p>	<p>Section #3 (5) We are looking for employee's (titles) who will be assigned to this project and the estimated hours they will work on the project. #5 asks, "A fee proposal should be completed in conjunction with the proposal and be ready to send to the City within 24 hours of notification of the Intent to Award notification". It is at this time you will submit the fee proposal must list the total person-hours, hourly rates, and work task and function costs. The proposal must show all costs for the project, including overhead costs, miscellaneous expenses, and sub-consultants, and must include the Proposer's method of calculating the fee. The proposals submission need only include the Job titles and estimated hours to complete the design, using the this format-</p> <p><small>In addition, proposers are to break those hours down by type of employee that will be assigned to this engagement which <b>IS</b> required to be submitted with the proposal.</small></p> <p><small>A suggested format is:</small></p> <table border="1" data-bbox="938 890 1370 1024"> <thead> <tr> <th>Job Title</th> <th>Number of Employees</th> <th>Estimated hours</th> </tr> </thead> <tbody> <tr><td>Partner</td><td></td><td></td></tr> <tr><td>Manager</td><td></td><td></td></tr> <tr><td>Supervisor</td><td></td><td></td></tr> <tr><td>Senior</td><td></td><td></td></tr> <tr><td>Junior</td><td></td><td></td></tr> <tr><td><b>Total</b></td><td></td><td></td></tr> </tbody> </table> <p><small>*Job titles may vary between firms.</small></p>	Job Title	Number of Employees	Estimated hours	Partner			Manager			Supervisor			Senior			Junior			<b>Total</b>		
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6-20-2024	We note that the Clarification Log limits proposal submissions to 20 pages. Can I confirm if any RFP requirements (for example, staff resumes and/or signed attachments) are excluded from that limit?	Staff resumes, and/or signed attachments are excluded from this limit.																					
6-20-2024	Are proposers to break down hours by type of employee that will be assigned to this engagement which <b>IS</b> required to be submitted with the proposal.	<p>Yes, we provided a sample format for this purpose.</p> <p><small>In addition, proposers are to break those hours down by type of employee that will be assigned to this engagement which <b>IS</b> required to be submitted with the proposal.</small></p> <p><small>A suggested format is:</small></p> <table border="1" data-bbox="938 1493 1370 1627"> <thead> <tr> <th>Job Title</th> <th>Number of Employees</th> <th>Estimated hours</th> </tr> </thead> <tbody> <tr><td>Partner</td><td></td><td></td></tr> <tr><td>Manager</td><td></td><td></td></tr> <tr><td>Supervisor</td><td></td><td></td></tr> <tr><td>Senior</td><td></td><td></td></tr> <tr><td>Junior</td><td></td><td></td></tr> <tr><td><b>Total</b></td><td></td><td></td></tr> </tbody> </table> <p><small>*Job titles may vary between firms.</small></p>	Job Title	Number of Employees	Estimated hours	Partner			Manager			Supervisor			Senior			Junior			<b>Total</b>		
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