

Questions

1. The RFQ states “The Technical Proposal shall have a maximum sheet count of 30 sheets, including all required material detailed herein, tabs, covers, etc.” Do the attachments count towards this maximum?
 - A. *No, the Technical Proposal is the core of the submittal; attachments are at the discretion of the submitter (but may or may not be considered against other proposals submitted). Attachments should be presented as appendices, and not included within the Technical Proposal.*
2. Does this mean we need to not exceed 30 single-sided sheets? Or are double-sided pages allowed so long as it doesn’t exceed 30 actual sheets?
 - A. *The Technical Proposal shall not exceed thirty (30) single-sided sheets or fifteen (15) two-sided sheets. Either way, 30 pages of information.*
3. Are Attachments A and B meant to go at the end after “1.2.5. Qualifications of key personnel”?
 - A. *Yes, Qualifications of Key Personnel is the final section of the Technical Proposal. Any additional information you choose to submit would be an appendix after that section.*
4. Attachment C is the Draft Professional Services Agreement, is the intention to include this in our response with comments, or just for our information currently?
 - A. *The Draft Professional Services Agreement was included in the RFQ for informational purposes only.*
5. In 1.3. Proposal Submittal, it says that the proposal if required should be presented in two parts. It names the technical proposal, but doesn’t name what the other part should be. What would that be?
 - A. *This is a copy-editing error: the second portion of the submittal refers to any pricing information, either per unit, per hour, lump sum, or any other arrangement. **The Technical Proposals are required to be void of any pricing information;** despite this condition, pricing is sometimes included. If included, it needs to be separate, sealed submittal from the main Technical Proposal.*
6. Under General Requirements, it states the Conflict of Interest Affidavit. Will this form be requested upon award of the contract or should it be included in the proposal submission?
 - A. *The Form will be requested upon award of a task order by the city. Prior to the effective date of any city Contract, the Contractor must submit to the City a copy of the Conflict of Interest Questionnaire form (CIQ Form) approved by the Texas Ethics Commission (Texas Local Government Code Chapter 176).*
7. Does a completed Attachment B need to be included in the proposal?
 - A. *Yes.*
8. Do we need to acknowledge Attachment A and Attachment C in the proposal or are those for our reference only?
 - A. *No, they do not need to be recognized at this time but will be integral to the contract/task order of the awarded project.*