



Questions and answers as of 11:59 pm, November 17, 2022

Butler Place Access and Development Plan
Butler Place Access and Development Plan (CPN 104214)
Solicitation Questions and Answers:

Question 1: Will the City be issuing a list of attendees and a copy of the presentation?

Answer: The City will be issuing a list of attendees and a copy of the power point presentation on the City's website.

Question 2: Are we allowed to use 11"x17" paper size?

Answer: Yes, foldouts are fine for a few pages, but not the entire proposal.

Question 3: In the RFP, under Section B.3. Responsibility and Qualifications, are resumes part of the 'not to exceed 7 pages front/back' requirement? Or, is it acceptable to include resumes towards the end of proposal in an Appendix section? Please confirm.

Answer: We usually see the resumes in the R&Q section, but we do allow discretion to put the resumes in another part of the proposal. We do not encourage additional appendices.

Question 4: It is stated that one (1) original, nine (9) copies and one (1) electronic in PDF format of submission is required. The only section that would require original seems to be in the cover letter for a signature. Does this need to be a wet signature or would a printed signature suffice?

Answer: The original needs to be labelled, and can be electronically signed.

Question 5: For requirement B.4. Prior Experience, are we allowed to include subconsultants' project experience or does it need to be Prime's experience only?

Answer: If it's relevant to the project, then it is okay to include subconsultant experience.



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Question 6: For requirement B.7. DBE Goal, does the proposer need to provide all DBE certifications of its subconsultant firms?

Answer: Yes, it needs to be included, but not sealed at the time of submittal.

Question 7: Is there a specific form that should have been included for the Conflict of Interest/Debarment requirement as part of the RFP?

Answer: The City does require a specific form for conflict of interest/debarment. A link for the standard form is part of the RFP.