



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center & Gardens
570 West Avenue Twenty-Six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 441-8691

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY

QUESTIONS AND ANSWERS (issued March 24, 2017)

- Q1) Does MRCA provide any requirements or bid incentives for disadvantaged businesses such as woman, minority, service-disabled, etc.**
- A1)** We have a goal of 20% DBE participation. Please see links below for recent February 2017 MRCA Board item which provides more information.
- http://www.mrca.ca.gov/pdf/attachment3970_Staff%20Report.pdf
http://www.mrca.ca.gov/pdf/attachment3970_Resolution.pdf
http://www.mrca.ca.gov/pdf/attachment3970_Attachment.pdf
- Q2) Regarding the Request for Qualifications for Professional Services, can we submit a qualification package for only the professional services we typically provide or do we have to form a full team to provide full professional services?**
- A2)** We are not looking for pre-established teams so it is perfectly acceptable to submit a proposal solely for your discipline. That said, please feel free to, though not obligated whatsoever, mention firms that you typically work with. Information about those firms can be submitted as part of the Appendix.
- Q3) If individual firms will be pre-qualified for specific disciplines, where in the SOQ would you like the firms to declare their discipline?**
- A3)** Place your discipline on the cover sheet and/or cover letter.
- Q4) In the RFQ, [local cultural, archaeological, historic building assessment, and paleontology] services were not listed but will be needed for [your] projects. If you will be using in-house Fed/State staff, I can understand. If not, if you have more information (like geographical boundaries and project types) other than what is already stated in the RFQ, please let me know and I will send you our qualification package.**
- A4)** Though we don't often require these types of services, occasionally, the need does arise so, the MRCA would be very pleased to receive your Statement of Qualifications.
- Q5) The RFQ states that electronic submittals are allowed. If we submit electronically, does that waive the requirement to submit two hard copies of the qualifications package, or will the MRCA still require hard copies in addition to the emailed PDF version?**
- A5)** Hard copies are not required if submitting electronically.

Q6) For your RFQ dated March 6 for Professional Services you list environmental consulting as a service area. Can you confirm whether these services are planning in nature (CEQA/NEPA), or site assessment (Phase I/Phase II), and remediation for soil and groundwater?

A6) Our needs here would more commonly involve planning and assessment. Remediation work is possible though this is more difficult to predict with regards to our future projects.

Q7) What is the duration of the On-Call contract, and are there options for extensions?

A7) 1 to 2 years and we anticipate that the RFQ for Professional Services will be advertised every two years.

Q8) Halfway down page 1, where the RFQ specifies that this is for "on-call services not to exceed \$25,000 annually and/or be placed on a short list for future RFP's", can you please clarify if the second part "short list for future "RFP's" refers to consideration for other (larger) CIP projects?

A8) Yes, the use of a short list would be for specific projects, not on-call services.

Q9) Are firms not selected under this on-call contract eligible for other MRCA CIP projects?

A9) Yes

Q10) Is there a set number of firms that will be selected for each category?

A10) No

Q11) What is the percentage weight for each evaluation criteria listed on page 4?

A11) Not applicable. We are not using numerical scoring for evaluation.

Q12) With regards to item #4 on page 3 (litigation history), can this be narrowed down to the geographic region that MRCA & our project team serves? In other words, limit reporting of litigation history to Southern California and any litigation elsewhere in the world need not be reported. Our concern is that for large international, multidiscipline firms such as ours, a full firm report would be irrelevant and misleading.

A12) Yes, this can be limited to just the office/location responding. Neither the #4 nor #3 items need to include information for an entire multi-national corporation.

Q13) Our firm is not based in Southern California. Is there a local preference for this RFQ?

A13) There is no official local preference, however a familiarity with Southern California's natural landscapes can be an advantage for some projects.

Q14) Is there a budget for out of town travel?

A14) Out of town travel would be budgeted for individual projects, and is not considered as part of this RFQ.

Q15) What type of capital improvement projects does the MRCA have planned?

A15) The types of improvement projects are noted in the RFQ, and related to park construction, maintenance, and infrastructure.

Q16) Is there a determination on how many firms will be placed on the short list for future RFPs or given an on-call contract for up to \$25K?

A16) No, the number of firms selected for short list or on-call contracts has not been determined.

Q17) Section 2 #2-For the no more than 5 examples of projects in the last five years, are you looking for 1-2 pages total (for all) or 1-2 pages per project?

A17) 1-2 pages per project

Q18) Section 2 #3: are you looking for this information in regards to the 5 projects in #2 or for the firm overall?

A18) This is for the firm overall.

Q19) Is the \$25,000 annual limit per work category or per firm?

A19) The \$25,000 amount is intended per firm, per category. A firm could have multiple contracts if selected for more than one discipline.

Q20) Can you please clarify the difference between these two items in Section 2:

1. 2.c. (Description of services performed)

2. 3.b. (Samples of the services performed including the scope and cost)

A20) 2.c is a specific question related to the example projects. 3.b is a statutory requirement and you may be able to address it with materials submitted for 2.c.

Q21) In the section detailing the Required Proposal Components, what is meant by Section 2, Number 3-d, "A statement of change order to plans or specifications or projects for which services were provided and the reason for the change order"? Is the MRCA requesting a copy of the actual change request, or simply a narrative explaining an instance of a past change order that was handled by the firm?

A21) Number 3d is a statutory requirement, **and** as noted you are required to submit it only "...to the extent such documents already exist". A narrative would suffice.

Q22) In section 1, #1-e, what type of document/certification does MRCA want to show that the firm is legally permitted to conduct business in the State of California? Should this document be placed immediately after the cover letter?

A22) #1-e can be covered with a sentence within the cover letter; we don't need a copy of your business certificate.

Q23) In looking at what projects are in your pipeline and appear to be priority projects – Wildlife Crossing in Agora Hills, Boyle Heights Corridor Plan, Malibu Memorial Park, Los Angeles River North Atwater Multimodal Bridge, etc. - I wanted to clarify if our desired teaming partners would need to respond to this call as well?

A23) Sub-consultants can be submitted in the Appendix.

Q24) Is scoring ranked more heavily in Section 2 vs the Appendix?

A24) There is no scoring system for this RFQ so ranking Section 2 vs. Appendix would not apply. It is up to the individual respondent as to how best to describe what your firm can offer.

Q25) Could you please clarify Section 2, #3. Is this pertaining to the referenced projects? Or just in general (this could be a very large amount of data)? If such information is not readily available, does it count against a firm?

A25) These documents are a statutory requirement. As noted, they should be submitted "...to the extent such documents already exist". It is for the firm in general, not the projects submitted as examples.

Q26) We are a firm with project/construction management and estimating and architectural design services. Should we submit separate packages or combine all into 1 package? Is there a requirement or benefit to either way? If the fees are limited, then it may be prudent to be separate. We'd not want either "group" to be jeopardized if, for some reason, you selected says, the architectural, but not the CM, and as a result, we were not awarded an as needed agreement. Does having all in 1 proposal bring value added?

A26) Firms can put more than one discipline in the same package; it will reduce paper waste and we will review them independently. There's no benefit or drawback in doing so.

Q27) Can our rates remain confidential?

A27) Such information would only be publicly posted if a contract were awarded by our Board. Legal counsel handles public records requests and would make that determination if that situation arose.

Q28) There is mention of up to 5 pages for an appendix but page 2 states there are no limits.

A28) The appendix is limited to 5, but other sections are not limited - therefore the total is not.

Q29) In Section 2: Quals. and Background, item 3 asks for a list of clients for which services were performed in the last 5 years. Is this list to include those clients most relevant to the MRCA? Or all clients the firm has contracted with over the years?

A29) As noted, these documents are required "...to the extent such documents already exist". You are free to submit any list that your firm has previously prepared.

Q30) The RFQ states that the hourly billing rate shall include all local travel expenses and necessary equipment to support the activities. Does this mean that the MRCA will not reimburse for direct costs incurred during the progress of work (such as shipping, mileage, reprographics, etc.)? In other words, must the hourly rates proposed be "all inclusive" and no direct cost line items be submitted with the fee schedule?

A30) MRCA reimburses for hard costs such as printing and deliveries (at cost), but not for travel to project sites or MRCA offices.