

July 25, 2013

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2503-13-67
“Environmental Science Consulting Service”

PLEASE NOTE: REVISED PROPOSAL DUE DATE: AUGUST 1, 2013 3:00 PM.

QUESTIONS AND ANSWERS

1. Q. I am writing as a follow up to my telephone message this afternoon in regard to the Environmental Consulting Services RFP #: 2503-13-67 that released today. I was curious if this procurement opportunity was related to RFP# RFP #: 2503-13-26 that released and awarded previously in the Fall 2012. Specifically, is CPRA awarding 6 additional contracts to provide Environmental Services?
A. **The intention of this RFP is to award up to six (6) contracts.**
2. Q. 1). Can a company which is a sub-contractor on the current/existing Environmental Science Consulting contract with CPRA submit as a prime contractor on this particular procurement?
2). If they do submit as a prime contractor on this procurement, will it affect their existing sub-contract?
A. 1). **Yes.**
2). **The existing subcontractor will not be affected unless awarded a contract as a prime.**
3. Q. Is a completed Standard Form CPRA 24-102 required?
A. **No**
4. Q. Pg. 11 Subcontractors: Do percentages of work to be accomplished need to be included in the letters of commitment from the subcontractors?
A. **Yes**
5. Q. Pg. 11 Cost Proposal: Is a separate cost proposal for each subcontractor required, or can a combined cost proposal for the team be submitted?
A. **No. Subcontractors will use the same rates as the prime.**
6. Q. Pg. 11 Cost Proposal: Can large ticket items, such as boats, airboats, air planes, sediment and water sample analyses, monitoring equipment, etc., that would be used on these types of environmental science consulting services be billed as direct expenses and not included in the hourly rates?
A. **Refer to Section 7.2 Billing and Payment of the RFP, specialized equipment will be negotiated on a task order basis.**

7. Q. On page 9 of the RFP, it is noted that companies need to provide a Board Resolution granting authority to sign. Please confirm, are subcontractors required to submit their Board of Resolution information?
- A. No.
8. Q. On page 12 of the RFP, it requests a complete detailed breakdown on Overhead rates.
- 1). Please confirm, are subcontractors required to submit their overhead rate as well? Some of our smaller subcontractors will not have “audited overhead rates”.
 - 2). What can they include in lieu of the “audited overhead rates”?
- A. **1). Yes, subcontractors are required to submit their overhead rates as well.**
2). Financial statements are preferred, although letters from banks are acceptable.
9. Q. 1). Please confirm and clarify what financial documents (B1, page 12 Financial Capability) are acceptable for subcontractors who are a sole proprietorships/individually owned small firms to provide?
- 2). Can you specify what “letters from the bank” should include?
 - 3). Is a letter of credit from a bank acceptable?
- A. **1). Financial Statements are preferred, although letters from banks are acceptable.**
2). Please check with your financial institution as to what should be included on “letters from the bank”.
3). Yes.
10. Q. Some of our sub-consultant team members wish to submit their financial information confidentially. How should confidential financial information from subconsultant team members be handled? Can it be sent by the sub firm in a sealed envelope directly to CPRA, or should it be included in the Volume II in a sealed envelope?
- A. **Confidential financial information can be submitted in a sealed envelope marked “CONFIDENTIAL”**
11. Q. Page 11, Section 5.A.8 Insurance: Does proof of insurance need to be provided for each sub or just the prime?
- A. **Insurance certificates need to be provided for the prime with the RFP proposals. Subcontractor’s insurance will be required once a contract is awarded.**
12. Q. Page 16, please define and provide examples of what equipment is considered to be specialized equipment that will be reimbursed at cost versus equipment that is to be included in the hourly rate (page 11). Please clarify whether the other costs associated with the use of specialized equipment i.e. boat rental which would require lodging, travel and per diem – is that to be related to the specialized equipment and reimbursable versus included in the hourly rate (page 11).
- A. **Refer to Sections 5.A.9 Cost Proposal and 7.2 Billing and Payment of the RFP. Specialized equipment will be negotiated on a task order basis. Additional costs associated with the use of specialized equipment (i.e. lodging, travel, and per diem) should be included in the proposer’s hourly rates and will not be reimbursed.**

13. Q. Are state institutions from higher education exempted from certificates of insurance and financial capability documentation requirements listed in the RFP in Section 5.0 - Proposal Content, A. Volume I. Technical Proposal, 8. Insurance (RFP page 11) and Section 5.0 - Proposal Content, B. Volume II. Financial Information, 1. Financial Capability (RFP page 12), respectively? If no, please provide type of document that will satisfy these requirements.
- A. **Financial information is not required from state institutions from higher education.**
14. Q. The Veteran-Owned section: In which volume shall this be included?
- A. **Volume I**
15. Q. Sub-consultant financials: can a proposer include a confidential financial package for its subcontractors and submit in a separate envelope?
- A. **Confidential financial information can be submitted in a sealed envelope marked "CONFIDENTIAL"**
16. Q. The RFP that came out for the Environmental Science Consulting for CPRA-is this the same one that was out in 2012? Are they looking for additional firms?
- A. **The Scope of Services is the same and additional firms are required to fulfill the services.**
17. Q. Company A is on Company B's team that was awarded one of the latest 6 Environmental Science Consulting Services contracts (RFP #2503-13-26) this year. Could you tell me please if it is acceptable by the CPRA for a firm to serve as both a sub-contractor and a prime contractor on the Environmental Sciences Services contract?
I'd like to submit a proposal as a PRIME for CPRA RFP 2503-13-67.
- A. **No.**