

February 4, 2015

QUESTIONS & ANSWERS

RE: RFP No. 2503-15-30 “Professional Land Services”

1. Q) It is understood that travel related expenses will not be separately reimbursable under this RFP, however, is time spent travelling billable under/at the proposed hourly rates?
A) **Yes.**
2. Q) Are Clerk of Court incurred costs reimbursable under this RFP, including: copy or print costs; recordation fees; certificates; and/or certification fees?
A) **Yes.**
3. Q) On past projects where we were to provide title abstract services, copies made at the Clerk of Court where services were procured were reimbursed. Likewise, if we needed to procure mortgage certificates from a specified Clerk of Court and/or record sales/servitude agreements, these were reimbursable as well. Do these needed to be included in the hourly rates submitted on the proposal as well or will they continue to be reimbursable expenses?
A) **These expenses will be reimbursable.**
4. Q) On page 9 under Staff Classification a hourly rate is requested for an (Expert Witness/Testimony). What type of rate are you requesting? Is this request for a hourly “Catch All” rate that would represent one hourly rate for any of the staff classifications should they have to appear in court as an Expert Witness or give a Testimony? Example: If the Principle had to appear as an Expert Witness it would cost \$100 a hour and if a Survey Party Chief had to appear as an Expert Witness it would cost the same \$100 an hour. Or is this request for a Fixed Rate increase that will be added to any one Staff Classification rate? Example: If the Principles rate was \$87 a hour, we would add a \$5 rate increase to the Principles Rate $\$87 + \$5 = \$92$ in case the Principle had to be an Expert Witness or give a Testimony.
A) **A single hourly rate for an Expert Witness must be provided. Contractors will not be allowed to charge more than the individual rate(s) they submit on their Cost Proposal. All mandatory requirements listed in the RFP for Cost Proposals shall be followed.**

5. Q) On Page 32 under Insurance covering special Hazards, please provide further clarification regarding Special Hazards mentioned in the General Liability (last paragraph at bottom of page 32). Our insurance carrier is looking for specific information as to what would be included as Special Hazards in this job.
- A) **It is not anticipated that any tasks or activities assigned under this RFP will constitute a “special hazard”. However, in the event that any task is considered a special hazard, as determined by the Office of Risk Management, Contractor(s) will be notified at such time a task is assigned.**
6. Q) On page 9 under Staff Classification a hourly rate is requested for a (Business Valuation Consultant/CPA have to be certified in business valuations?
- A) **No, unless a CPA (Certified Public Accountant) is used, not necessarily certified in business valuations.**
7. Q) On page 13 under Volume II Financial Information, only the Financial Capability and the Overhead Rate of the primary contract need to be provided, correct?
- A) **Financial Capability evidence, as detailed in the RFP, shall be provided for both prime and any subcontractors. Overhead rate is only mandatory for the prime. See Question #10 for additional clarification.**
8. Q) Since this work is for the CPRA, the surveying scope of services that DNR is requiring under this contract will be supported with hydrographic surveying crews, boats, echo sounder equipment and/or conventional land surveying crews with GPS, RTK and total station? If hydrographic surveying is required which criteria should be met for boats and support equipment?
- A) **We do not anticipate any hydrographic surveying under any contracts resulting from this RFP. Please note that any contracts resulting from this RFP will be between the CPRA and selected Proposer(s) only.**
9. Q) The surveying scope also calls for an hourly rate as defined as “Field Survey Crew”, is this item to include a single employee or should include two or more additional employees with burden and equipment? [Question No. 8] will define the equipment required.
- A) **A single hourly rate must be provided.**
10. Q) Page 7 Section 3.7 – Information required of proposer under terms of this RFP shall also be required for each subcontractor – what does each subcontractor need to provide? Does each subcontractor need to provide the full contents as listed in Section 5?

- A) **Mandatory information required of subcontractors includes the following:**
- a. **Any anticipated subcontractors shall be identified in the prime's Proposal.**
 - b. **Estimated percentage of work to be accomplished by Subcontractor**
 - c. **Financial Capability evidence (See RFP Page 13 – Section B.1)**

****Please note that although resumes are not a requirement for subcontractors, they are used for determining subcontractor personnel qualifications and relevant company experience.****

11. Q) Staff Classifications – Relocation Assistance – What certifications if any are required for individuals performing relocation assistance?

- A) **See question 6 above. Proposers should have experience and knowledge all relevant Federal or State programs, including, but not limited to the Uniform Relocation Act.**

12. Q) [In reference to the RFP paragraph that states the following: “The proposer shall provide an hourly rate for each staff classification...” – Page 13] Phase I Environmental Site Assessments (Phase I ESAs) require the purchase of data including historical aerial photographs, maps, and an environmental database search of government agency listings. These are site-specific. Considering the RFP requirement that proposers' rates are to be inclusive of any and all costs with some exceptions, will these expenses be included in the items that will be reimbursed at cost?

- A) **Specialized maps, aerial photographs would be reimbursable, computer time researching would not be.**

13. Q) [In reference to RFP Attachment III, Sample Contract, Article 7 Substitution of Key Personnel - Page 26] If a Contractor must replace a subcontractor for any of the reasons listed above, will the Contractor have to stop work on a project or only on that part of the projects affected by the personnel replaced?

- A) **If key personnel or a subcontractor needs to be replaced, the Prime Contractor shall notify the CPRA Project Manager of the situation to discuss how to proceed. Certain situations may require formal contract amendments. Other work can continue that is not affected.**