

## Capital Improvement Program Consultant Project Management Assistance

### Job # 05-20-PW

1. Under "Elements of Qualification" 4) A preliminary schedule of key milestones and outcomes/deliverables dates. Can you give me further guidance? There are no projects indicated. Anticipated contract duration is one year. Assignment includes project management of Utilities, Facilities and Transportation Projects. We anticipate about 5-6 projects that are already either in early design/ and or scoping phase. The expectation is to get those projects out to construction completion. See response to Question No. 7 below.
2. Under "Elements of Qualification" 8) A fee schedule including hourly rates, miscellaneous fees and other anticipated expenses. Can you give me further guidance on what you are looking for here? This is not consistent with qualification-based selection QBS. This is not required to submit. This will be after the selection process.
3. Under "Assumptions" 3) Consultant to provide computer and software and other tools to perform duties. Will this person have access to the City software to provide the reports required and maintain the project files as listed under Scope Item 1? Currently no, but we can discuss with the successful candidate.
4. Would selection for this work disqualify us from proposing or being selected for future Construction Management RFQ's? No
5. Is this position for a specific project? If so, please provide project type and duration. The vision is for multiple projects similar to City's project engineers.
6. Is it anticipated that the work will be consistent 40-hour work weeks for the duration of the contract? We will need to sit down with the successful candidate and discuss anticipated work effort. That said, we do not anticipate a consistent 40hr/week
7. What is the anticipated durations of the contract? I anticipate the duration to be 1 year. However, the duration is most likely going to coincide with the last project to be complete.
8. Will the City need 40-hours of support per week starting on March 1<sup>st</sup>, 2020 or will there be a lag between NTP and full-time support needs? Most likely there will be some ramp up time. We anticipate some time to discuss the scope of work, and scope of projects, in greater depth and then put a plan together.
9. The RFQ title refers to Capital Project Management; however, the General Scope on page 2 infers this is Construction Management support; page 2 Paragraph 3 infers a project management; and scope Item #1 identifies a number of CM duties. Are you able to clarify the extent of CM vs. CPM work? Yes. Do you anticipate the CPM to oversee CM consultants or directly perform CM work? The expectation is to perform the work or within the same company, oversee tasks]
10. The RFQ refers to both an individual CPM and firms that would provide CPM services. Does the City expect a single individual for 40 hours per week, or do you seek a firm with a single point of contact working with the City and drawing from firm resources for specific project details? Regarding the 40 hours, see response on item #6. Regarding the single point of contact, the idea is for a single individual for consistency. We would be open to proposals of how it could work differently.