

## HCSEG Responses to Consultant Questions for the January 2018 Request for Qualifications

1. Are we allowed 10 pages total, or 10 sheets of paper printed on both sides (20 pages)? There is a 10 page maximum, not 20. Be concise and please double side if you submit by mail. Basically, we are trying to make this easy for all of us. We acknowledge that all of us are super busy people. You don't have the time to write a book, and we don't have the time to read through excessive amounts of text. Tell us who you are and what skills you have that we are looking for in the RFQ under Consultant Qualifications. If you chose to do so we encourage you to submit via email rather than mail.
2. Is the letter of interest included in the page count? No, but the letter of interest should be no longer than 2 pages.
3. Can resumes be attached in addition to the 10 (or 20) pages? Yes, however, resumes should be no longer than one page per person and no more than 4 pages total.
4. The instructions mention Criteria 1 through 5, however only 4 criteria are listed on page 2 of the solicitation. Is there a 5th criteria? We apologize. This was a typo. There are only 4 criteria.
5. Are we limited to including three project examples with references (1 page each) per the 3rd bullet on page 3 of the solicitation? References are projects you have completed and yes they should be limited to one page each. Be sure to include contact information for project sponsor.
6. Our company is a small business firm specialized in several areas that are listed in the RFQ but not all. Would it be acceptable if we submit a SOQ as a prime that includes only our areas expertise? Yes.
7. I understand the variety of project types that could come up, but what are the types of projects you are looking at accomplishing the next couple of years? Please see HCSEG's past and proposed projects listed on PRISM online. Here: <https://secure.rco.wa.gov/prism/search/ProjectSearch.aspx>
8. Who has done work for you in the past? Design and permitting. We have worked with multiple firms in the past including, but not limited to Anchor QEA, Engineering Services and Associates, Inc, Smayda Environmental Associates, Herrera, GeoEngineers and many others.
9. Have you been pleased with all the work accomplished? Yes. HCSEG has been completing successful habitat restoration projects for 27 years totaling over 30 million dollars. We are proud of all that we have accomplished over the years with our restoration partners.

10. Are you looking for a team that will also help identify effective projects for salmon production or working off some priority strategies already established? **Our team identifies projects with the help of landowners and partners. These projects are added to lists that we utilize to access funding sources.**

11. Who does your team work best with, an Engineer Project Manager, or an ecologist that know engineering and can communicate the technical elements of Engineering? **Most of the time we interact directly with Engineers, but sometimes with Ecologists. Given the nature of our work, our project managers have strong backgrounds in ecology.**

12. Landowner outreach and acquisition support: Can you describe the types of support you are looking for? Does this include appraisals or negotiating a sale price? **This involves outreach, engagement and strategic planning in an effort to work toward acquisition. HCSEG will contract with appraisers separately but may seek assistance from a consulting firm with experience negotiating sale price following the appraisal. We understand that some firms submitting SOQs may not have this experience, and that is fine. Please submit an SOQ anyway.**

13. Billing rates: do we need to submit these with the SOQ, or are these negotiated after selection? **One sheet of billing rates would be appreciated, but is not required per the RFQ. We realize that we cannot select firms based on rates alone.**

14. Scoring Criteria: How are criterion 1 and 4 different regarding experience-is #1 dealing with areas of expertise, and #4 dealing with project delivery? #1 is more general, and #4 is more specific to Salmon Habitat Restoration. **We realize that many firms have completed several projects successfully and that they may not have salmon habitat restoration experience.**

15. 12pt. font: Does this only apply to graphics or the entire text of the SOQ? **We just want these SOQs to be readable. Again, we are trying to make this easy and take minimal time for all. We don't have the time to read a book about your firm.**

16. Bullet 3: Is the intent to cover all of the areas of expertise listed under "Consultant Qualifications"? Or is the intent to pick and choose? **Pick and choose. Some firms will not have expertise in all of the qualifications.**

17. Does HCSEG require that submitting firms be able to conduct all disciplines/services listed (in which case our firm, for example, would need to team with a geotech subconsultant) or can a firm submit only on the disciplines for which they have qualifications? The statement that submittals must include "indications of areas of expertise desired to be considered" would suggest the latter scenario. However, the RFQ also states "consultants must have staff or subconsultants with diverse professional expertise in a wide range of disciplines relevant to salmon restoration and enhancement projects including...." Thank you in advance for clarifying this point. **No, see answers above.**

18. Please confirm whether the cover letter and notice of state business registration is included in the 10-page limit. [State Business registration should be included in the 10 page maximum. Cover letter is separate as stated above.](#)

19. What is expected for the reference criterion? That the RFQ states each reference should be no more than 1 page is a bit confusing, if references are to consist of names and phone numbers. Are the references to be more of a letter of recommendation, or perhaps they should include an associated project description? [References are projects you have completed and yes they should be limited to one page each. Be sure to include contact information for project sponsor. Letter of recommendation is not necessary.](#)

20. Under Question 1) Team Submission or Individual Firm Submission? [We are not asking for firms to work on specific projects yet. So, team submissions are not required. However, a brief mention of firms that you work with to complete tasks in which your firm does not have expertise would be helpful.](#)

21. Under Background and Program Area, the first sentence notes “solicits interest from consultants who wish to be evaluated for inclusion on a pre-qualified list to be considered for engineering design, permitting and management services for salmon restoration...”.

Under Consultant Qualifications, the second sentence notes “Consultants must also have staff or sub-consultants with diverse professional expertise in a wide range of disciplines relevant to salmon restoration and enhancement projects including but not limited to:”.

The first reference indicates selection to a roster. The second reference seems to imply a team submission capable of meeting all 13 expertise areas listed in the RFQ. Please clarify this is a solicitation for an individual firm (no sub-consultants) to be placed on a roster for future work in 1 or all 13 of the listed expertise areas. [We are not asking for firms to work on specific projects yet. So, team submissions are not required. However, a brief mention of firms that you work with to complete tasks in which your firm does not have expertise would be helpful.](#)

22. Please clarify there are a maximum of 3 project references (on page maximum each) for each of the 13 expertise areas listed under Consultant Qualifications upon which the firm is seeking qualification. We recognize there is a 10 page, front and back maximum limit to the overall submission. For example, if a firm is seeking qualification for 5 of the 13 expertise areas, a maximum of 15 project references may be provided, 3 each.

[Please pick only 3 project references that best fit our restoration history or proposed projects using the PRISM online link above. You are still limited to three pages for project references at one page each and they must fit into the 10 page maximum. The letter of interest \(limited to 2 pages\) and resumes \(limited to 4 pages\) are the only sections that are not included in the 10 page maximum.](#)

