

Question and Answer RFQ 01-2015 Design Professional Services

Q-1

I am hoping to find out if you will need to hire for a CM/GC, or any additional consultants, for this project. Do you have this information? **This is not in the RFQ scope. No decisions have been made regarding future work including engaging other consultants.**

Q-2

a) 5.1 Company Description asks for firm's personnel and resumes, and 5.2 Qualifications asks to list the team and consultants. Would it be okay to include the entire team and associated resumes in one section or the other, otherwise there is going to be some redundancy? Please advise.

Listing your response to Sections 5.1. and 5.2 in one section will be acceptable. Please just notate that you are responding to both sections in your proposal.

b) 5.1 Company Description asks for a listing of current higher education institutions, and 5.2 Qualifications asks for example, projects, work and campus planning expertise. Would it be okay to include all of this this education planning experience information in the "Qualifications" section? Please advise.

Listing your response to Sections 5.1. and 5.2 in one section will be acceptable. Please just notate that you are responding to both sections in your proposal.

c) 5.5 Instructions appears to be more of a statement of process, expectations, and communications. Is any information required from responders for this section? This section does state; "A complete cost estimate will be required for each step per the Project Description." Is this alluding to something that the awarded responder will be providing to CWI if selected, when defining the scope of work and negotiating the professional fees? Please clarify.

Regarding the comment question in 5.5 please amend the paragraph to read as follows:

This project will be funded by the College of Western Idaho and administered by the professional staff associated with the project. The Design Professional will receive general instructions through from the CWI staff. A Project Manager from the College will be assigned to serve as a liaison between the College and the Design Professional. *Professional design fees will be negotiated with the awarded responder after a selection has taken place. Fees should be broken out per step as described in the "Project Description" (Section 6.2).* The design professional will be required to meet bi-monthly with the CWI Project Manager and CWI stakeholders for the purpose of providing a reporting progress. Such meetings will show specific accomplishments related to completion of the project as well as assignment of specific action items.

Further clarification – section 6.2

Step 4: Presentation Final presentation to the College of Western Idaho Board of Trustees. This final presentation will identify the preferred option including, the initial phase and final build-out phase of the campus plan *with associated construction cost estimates*.

The revision in language will be formalized in an amendment to the RFQ which will be posted.

d) 6.2 Project Description, Step 1 refers to an ALTA Survey, Phase 1 Environmental Assessment, Geotech Report and Traffic Studies that have already been completed. Can you disclose the names of the consultants that performed these studies and roughly the dates in which they were completed?

6.2 – Reports, assessments and surveys have not been completed yet but will be provide to the selected consultant once they are complete. CWI anticipates having these completed by August of 2015.