



Ogden City Corporation
Request for Proposal
Professional Engineering Services

Q & A

1. *The RFP for the Professional Engineering Services Pool sets a page limit of 15 pages and then mentions an Appendix on. What can be put in the Appendix as mentioned at the bottom of page 3? For instance, the evidence of insurability document or resumes, etc.*

- a. We would recommend you put items related to the questions asked into the 15 pages of the proposal. For instance, the representative for the City would be important to include, but you can include additional resumes of the other members of the firm as part of the appendix.
Making information clear and concise in response to the proposal is the important part of the 15 pages in the proposal.

2. *Please clarify if you are hoping to receive separate or combined submittals for the three categories: Engineering Projects, Facilities Maintenance Projects, and Building Inspection Services.*

- a. We would anticipate receiving separate submittals based on the categories a firm would like to submit on.
For instance, the expertise between Facility Maintenance and Building Inspection would most likely have different personnel who complete the work along with a different background of projects.

3. *Is the City of Ogden looking for a civil engineer to prime this contract, or are you looking for a firm to apply for the subcategories?*

- a. We would anticipate having an agreement in place for future Engineering

Purchasing Division

projects. Ogden City would act as the prime with engineering firms working under the direction of an assigned City Employee.

If you are interested in applying, I would recommend highlighting the items in which your firm specializes and submitting on those items. Then City Staff will determine which services may be needed on a given project.

4. ***I am looking for the Submittal Checklist Word Document for the Ogden Professional Engineering Services RFP as mentioned on page 9 of the RFP.***
 - a. The word document has been attached in the Purchasing webpage titled the same, “ Submittal Checklist Word Document.”