



Ogden City Corporation
Request for Proposal
Professional Engineering Services
Q & A

1. Proposal requirement number 5 states that each proposal should include “A chronological list of “In progress” and “Completed” projects accomplished by the (Northern Utah) office or representative for previous 3 years including references. Please clarify this requirement. Do you want only a sample of relevant similar projects, or do you want a comprehensive list of all contracted projects?

- We are fine with either. A group like Bowen and Collins has a great past with Ogden City. We know of your experience and abilities. I would provide a list of projects showing the Representative has managed over the last three years. You can also include projects they have worked on. The list can be a simple list showing the project and some minor details.

2. Proposal requirement number 8 asks for a Complete Fee Schedule. Do you want a fee schedule for 2022 that may be adjusted for inflation and cost of living each year of the contract or do you expect to use the provided fee schedule for the entire 3-to-5-year period of the contract?

- The Fee Schedule provided would be for the next three years. Year 4 and 5 both have an option for a change in the contract. In the event a cost-of-living changes are beyond what we could consider reasonable, then we can have a discussion between years 1 and 3. But the years between 1 and 3 should be static.

Purchasing Division

3. Can you help clarify what Ogden City is expecting for a “Complete Fee Schedule”, since this solicitation does not involve a specific project?

- The fee schedule is the value per hour for an employee who may be performing work on a City project. It is a good comparison for us to review labor costs and help us get an estimate for design services.

However, when reviewing the design scope, we will work with a consultant to establish the amount of hours necessary along with the appropriate scope of work with the associated cost per hour of the employee. The contract will be agreed upon in the future for the specified scope.

4. If submitting for more than one subcategory under the Design and Construction, do we submit them separately so 15 pages each or under one submittal total of 15 pages?

- The three categories are (up to 15 pages plus appendix/each category):
 - 1) Engineering Projects
 - 2) Facility Projects
 - 3) Building Inspection Services

If you are submitting under the Engineering Projects but on multiple subcategories, then you can include those details as part of your review, but it must be limited to 15 pages for all Engineering Projects. You can include additional information (e.g., resumes, project experience) in the appendix. Keep in mind, not including a subcategory does not eliminate your group from being used, we are looking for groups to emphasize their firm specializes in. However, if you would like to be considered for Facility projects, a separate submittal will need to be included along with the Engineering Projects submittal.

5. RFP Page 3, II. Proposal Content, Engineering and Facilities Maintenance Projects

- **#8 Complete fee schedule...are hourly rates by discipline to be provided since there is not a scope?**

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- Yes, this would be the proposed fees by discipline. In the event your firm is used, we would then negotiate a scope based on the hours to complete the work and the necessary staff at their required wage.

- **#9 For the list of personnel specialties... do we provide technical capabilities; engineer resumes or what is expected?**

- Is there anything that your firm specializes in? You can add resumes in the appendix. In the past, some firm may have something they specialize in which isn't known to our staff. This is a helpful introduction to your group.

- **#11. How will we know if there are any addenda updated to the website? Will we be notified via email?**

- In the event of a change, we will add something to the website, but we do not anticipate any addendum at this time.

- **For the appendix, can you clarify what can be provided in that section over and above the 15 pages. For example, items for #10 Additional highlights of submitting firm... seems like that would be good to go in the appendix. Maybe resumes too?**

- I would include the items which you may want to elaborate on from your proposal. That could include resumes, projects, amongst other items. The items you mentioned above sound like you are on the right track.

6. Lastly, do you have a list of capital projects you can provide for this year's City budget?

- Here is the CIP list which went to City Council for approval - <https://www.ogdencity.com/DocumentCenter/View/16752/06-08-21-FY22-26-CIP-Set-PH-Report>

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7. ***Are covers and tab dividers excluded from the page count?***
 - Yes, covers and tab dividers do not count as pages.

8. ***Can you confirm that front and back covers are excluded from the page limit?***
 - Cover sheets and tab dividers do not count towards the 15-page limit.

9. ***Can we include a cover letter excluded from the page limit?***
 - Yes, but paper clip it to the submittal or include it in the appendix.

10. ***On page two of the RFP, the scope for Facility Projects includes "Site (oversight, Federal and State Compliance, etc.)". Does this include site civil engineering?***
 - Yes, I would include the services for site/civil work in your proposal.