



**Ogden City Corporation**  
**Request for Proposal**  
**Engineering Services Pool [Civil Engineering & Facility Projects –**  
**Building Inspection Services]**

**Q & A**

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1. Are we allowed to use any 11x17 size sheets in the proposal?
  - a. We prefer you not use 11x17 sheets.
2. On the checklists, there are main categories with items underneath. For example, under *Project Management*, it has a list of subitems. Do we treat those subitems as bullet points or checkboxes that need to be checked as well?
  - a. You will need to select the categories that you intend to be selected for the various services that your company is interested in performing for the City.
3. Can we use 11x17 pages within reason to address the required information in a readable way?
  - a. No, we haven't taken any 11x17 pages in the past.
4. Are we allowed to adjust our rates at any point during the contract period?
  - a. The first two-year period the fees will remain the same. If at the end of the second year, we offer an option to extend the agreement for an additional year, we will be open for negotiating a new fee rate. One of the main benefits of our Consulting Pool is that we don't need to go out for competitive bidding for every project. So, we will lock in the fee rates for the first two years.
5. May we please have Word document versions of the checklists?
  - a. A word document is attached, or you can save the PDF as a word document.
6. There is a statement at the bottom of page 3 that states, “\*Each subsection counts as a category of experience. Applicants may submit based on experience in a subcategory.” Please confirm that this means the proposing firm does not need to propose/provide a team for all the bullet pointed services listed under a respective category. For example, in

the Facility Projects Category, consultants can submit on Electrical and Mechanical but do not also need to submit on Specialty Testing.

- a. If they have specific staff that perform these services, they should include them in the proposal. This is how we confirm the fee rates for the staff.
7. Please confirm completing the provided checklist (pages 11-20) sufficiently identifies the subcategories the consultant is proposing on (i.e. the bullet points listed under each category in the RFP and the level 1 checklist items on pages 11-20)
- a. They should select the subcategories they are interested in performing services for. The subcategories will let us know which firms are interested in performing the subcategory work.