

November 22nd, 2024

RFP CLARIFICATION

TO: REQUEST FOR PROPOSOL
FOR: 006.24 – Highland Drive Pedestrian Trail Phase 3
FOR: COTTONWOOD HEIGHTS

- 1) QUESTION: I noticed that there is no direct language in the *Proposal Content* section regarding team member qualifications & experience. *Qualifications and Relevant Experience* does mention, "Provide relevant qualifications and examples of similar work completed by the respondent in the last 5 years." It could be interpreted that you are looking for team member qualifications based on the first part of that sentence. However, it seems to be more focused on project sheets/references than on team member qualifications. So, my question would be: Is the city looking for team member qualifications, i.e., CVs, Bios, etc., or will these items not be considered in your scoring matrix? If they are expected, are resumes/CVs included in the 12-page limit?

CITY RESPONSE: Include both project qualifications and team member qualifications. These project lists and resumes will not be counted as part of the 12-page limit.

- 2) QUESTION: We noticed that page count is included, but page size requirements are not. Can we assume that pages should be 8.5" x 11", or will 11" x 17" be allowed?

CITY RESPONSE: Page size requirement is 8.5" x 11"

- 3) The city asked for (2) physical copies of the response. Should we print single- or double-sided, and is the page count based on the printed sides of the pages or the sheets themselves?

CITY RESPONSE: Max size is 12 pages of paper, based on the sheets themselves. Can use both sides of the paper. The Cover pages, Employee Resumes, and Project List for Qualifications and Relevant Experience will not count as sheets of paper.

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