

**Northwest Regional Planning Commission (NRPC)**

**Request for Qualifications (RFQ) for Planning, Engineering and Environmental Services**

Questions and Responses

July 14, 2017

**1. Can you please describe further what is meant by “project management structure” under item 6 on page 4? Is this a staff organizational chart?**

A staff organizational chart will meet the expectations under this item provided job classifications or categories are identified as needed to relate to other part of the SOQ.

**2. For the cost proposal, can you confirm whether there is a cap on the fee (as a percentage of loaded hourly rate)?**

There is no cap on the fee.

**3. For the cost proposal, would the NRPC prefer rates for individuals or by labor classification title?**

Labor classification title is sufficient provided it is clear how this relates to individuals who would be assigned to a particular task or project area.

**4. Are 11x17 size pages permitted if they are folded to 8.5x11?**

In order to keep maximum submission content equal for all proposers, all page sizes should be 8.5 x 11. All submissions must be in electronic form, so no folding should be needed.

**5. Will the cover, cover letter, and table of contents count toward the 30-page limit for the Statement of Qualifications?**

Yes.

**6. Can firms submit qualifications for only one program area?**

Yes.

**7. Are there specific projects that NRPC has planned for services under this RFQ?**

Currently NRPC has several planned projects including technical assistance under the municipal roads grants in aid pilot, developing stormwater workshops and technical assistance on culvert projects. Additional projects are expected in the upcoming three years and contractors/consultants will be used on an as needed basis.