

**REQUEST FOR QUALIFICATIONS  
("RFQ")**

**AIRPORT ENVIRONMENTAL SERVICES  
RFQ # 08AIR1104**



Date Offered: November 04, 2008  
Closing Date & Time December 11, 2008  
2:00 P.M. Local Time

Contact Person: Benjamin Vardiman, Airport Manager  
Ben.Vardiman@cityofprescott.net

CITY OF PRESCOTT  
6546 CRYSTAL LN.  
PRESCOTT, AZ 86301  
(928) 777-1114  
[www.prescott-az.gov](http://www.prescott-az.gov)

**ADDENDUM # 1**

**I. Request for Clarification**

a. A request was received for clarification of Page 8, Third paragraph, First Sentence of RFQ #08AIR1104 which reads as follows:

“Proposers are asked to pre-qualify themselves by completing the following information.”

b. The requested for clarification was as follows:

“Are we required to submit that information in advance of our SOQ submittal (i.e., to be included on a qualified vendors list)?”

**II. Answer** – The information is not required to be submitted in advance of the SOQ submittal. The information must be a part of and submitted with the SOQ submittal for the submittal to be considered complete and acceptable by the City.

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**ADDENDUM # 2**

**I. Request for Clarification**

- a. A request was received for clarification of Page 6, Section VI, Item 1 **NUMBER OF PROPOSALS**, First sentence of RFQ #08AIR1104 which reads as follows:  
"One (1) Original (clearly marked "ORIGINAL") and Five (5) Copies (clearly marked "CITY")."
- b. The requested for clarification was as follows:  
"On page 6 of the RFQ under the heading 'Number of Proposals' it requests, 'five copies(clearly marked 'CITY'). Is this a type? Should it instead state 'COPY'??"

**II. Answer** – This is not a typographical error. The Original must be clearly marked "ORIGINAL" and each of the Five (5) Copies clearly marked "CITY".

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**ADDENDUM # 3**

**I. Request for Clarification**

a. A request was received for clarification of the following portions of RFQ#08AIR1104:

i. Page 8, Section VII, Proposal form, First paragraph of RFQ #08AIR1104 which reads as follows:

"Proposals shall be typed, double-spaced with each page numbered at the bottom, and using one side of the paper only on 8 ½ x 11 sheet size paper. Proposer shall respond to all questions and requirements below in the following format. All questions must be completed in full, as a condition of the RFQ. Proposals shall be stapled or otherwise bound, and assembled in organized sections that include a table of contents and TABS with each section title. Resumes and relevant project descriptions may be included in two (2) appendices (Appendix A - Resumes and Appendix B - Project Descriptions). Proposals shall not exceed thirty (30) pages maximum (single sided) including all maps, diagrams or other materials."

ii. Page 9, Section VII – Proposal Form, E\*. Insurance and Insurability, of RFQ #08AIR1104 which reads as follows:

"Proposer shall attach hereto a current insurance certificate outlining limits and a letter from Proposer's current insurance company stating that the insurance company would provide insurance at the limits required by the City."

**iii. Page 10, Section VII – Proposal Form, H. Exceptions and Assumptions Notes, of RFQ #08AIR1104 which reads as follows:**

“Proposer shall request any changes or exceptions to any part of this RFQ in writing as part of their proposal submittal. List all assumptions upon which the response to the RFQ is based. Assumptions may be related to available data, schedule, interim and final work products, or other aspects of the requested work effort.”

**b. The requested for clarification was as follows:**

- i. “Under Section VII – Proposal Form, first paragraph, the RFQ notes that resumes and project descriptions may be included in appendices A or B. Are appendices included in the 30 page maximum page limit?”**
- ii. “Under Section VII – Proposal Form, first paragraph, the RFQ notes that pages should be 8<sup>1/2</sup> x 11. Are 11x17 pages that have been folded to 8<sup>1/2</sup> x 11 acceptable?”**
- iii. “Under Section VII – Proposal Form, E. Insurance and Insurability, is a letter from the Proposer’s current insurance company necessary if the current insurance certificate displays all necessary information?”**
- iv. “Under Section VII – Proposal Form, H. Exceptions and Assumptions Notes, is this section necessary if no requests for changes or exceptions are made?”**

**II. Answer – to the above referenced requests for clarification:**

- b.i. As specified in the last sentence of the first paragraph of Section VII, appendices are included in the 30 page maximum.**
- b.ii. 11x17 pages folded to 8<sup>1/2</sup> x11 are acceptable.**
- b.iii. Yes a letter from the Proposer’s current insurance company is necessary.**
- b.iv. This section is not necessary if no exceptions or assumptions are noted.**

**\*Note: The request for clarification in I b.iii specified Section E of the RFQ but referred to Section G by title and context. For the purposes of this Addendum, an answer to the request is provided as it relates to Section G.**

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**ADDENDUM # 4**

**I. Request for Clarification**

**a. A request was received for clarification regarding Section VIII paragraph 2 (j) of RFQ#08AIR1104 related to the DBE program which reads as follows:**

“...The Statements of Qualifications (SOQs) submitted will be reviewed and ranked by the Selection Committee using the following selection criteria:

j) Evidence that the consultant has made good faith efforts in meeting Disadvantaged Business Enterprise (DBE) goals (49 CFR, § 26.53).”

**b. The requests for clarification were as follows:**

**i. “...[A]re [there] any goal percentages that DBE consultants are required to meet?”**

**ii. “... [A]re DBE consultants required to submit any documentation other than their legal DBE certificate/s?”**

**Answer –**

**b.i.** No DBE goal percentages have been specifically assigned to this project, and while DBE participation in this project is not required, it is strongly encouraged in all Airport projects. SOQs submitted must provide evidence that the consultant has made good faith efforts in meeting Disadvantaged Business Enterprise (DBE) goals (49 CFR, § 26.53) of past projects.

**b.ii.** At a minimum, a submittal shall include that information required by Section VII as may be relevant to the DBE consultant’s role within the project team.

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**ADDENDUM # 5**

**I. Request for Clarification**

- a. Requests were received for clarification regarding RFQ#08AIR1104 as follows:  
i. Related to the Airport DBE program which reads as follows:

*"... Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information to the City Clerk, 201 S. Cortez St., Prescott, AZ 86303, no later than 2:00 p.m. on or before the fourth day, not including Saturdays, Sundays and legal holidays, following bid opening.*

- 1. The names and addresses of DBE firms that will participate in the contract.*
- 2. A description of the work that each DBE will perform.*
- 3. The dollar amount of the participation of each DBE firm participating.*
- 4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;*
- 5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and*
- 6. If the contract goal is not met, evidence of good faith efforts."*

**ii. Related to Addendum 3 regarding “Answer b.ii.” which reads as follows:**

“11x17 pages folded to 8<sup>1/2</sup> x11 are acceptable”

**iii. Related to page 9 of the RFQ Section VII – Proposal Form, [G]\*. Insurance and Insurability which reads as follows:**

““Proposer shall attach hereto a current insurance certificate outlining limits and a letter from Proposer’s current insurance company stating that the insurance company would provide insurance at the limits required by the City.”

**b. The requests for clarification were as follows:**

- i. “Since there are no goal percentages assigned to this project, does this mean the following instructions [as stated in I.a.i. above], as stated in the Airport DBE Program, do not apply?”**
- ii. “...[R]egarding 11x17 pages being allowed if folded to 8<sup>1/2</sup>x11, will pages of that size (11x17) still be counted as only 1 page in regards to the 30 page limit?”**
- iii. “...[D]oes the City of Prescott have an example of the letter that is required to be provided in the proposal by the proposer’s insurance company?”**

**Answer –**

- b.i.** Correct. The instructions [as stated in I.a.i. above], as stated in the Airport DBE Program, do not apply. If the successful proposer chooses to include DBE participation in this project, documentation of such participation will be submitted as required by the FAA or at the request of the City during the life of the project.
- b.ii.** Yes, pages of 11x17 folded to 8<sup>1/2</sup> x 11 will be counted as 1 page in regards to the 30 page limit.
- b.iii.** No the City does not have an example of the letter that is required to be provided.

**\*Note: The request for clarification in I a.iii specified Section E of the RFQ but referred to Section G by title and context. For the purposes of this Addendum, an answer to the request is provided as it relates to Section G.**

## **II. Amendment**

**a. Amending Section VI Item 7 second paragraph second sentence to read as follows:**

“...To be given consideration, such requests must be received at least ~~four (4)~~ six (6) business days prior to the due date set for the submission of proposals. ...”