

# Consultant Clarifications Q & A

## 3/1/2024

1. What would be considered a local office?  
**The consultant should demonstrate how their “local office” would meet the requirements regarding response time for each phase of the project.**
2. Would this local office be necessary during the design phase or the construction phase or both? **Time of response is imperative during all phases of this project. The consultant should be able to clearly demonstrate how they will respond when issues or questions arise and need to be addressed during the design phase and construction phase.**
3. Is a physical presence in the City an absolute requirement? **Achieving the maximum points in the local office category requires a location within the City Limits. However, the top priority is responsiveness to inquiries.**
4. Who is required to be in the local office? **The local office should be staffed by at least one team member qualified to respond to issues during each portion of the phase under design/construction.**
5. Do you anticipate the project being bid as one large construction project or the project being bid out as 5 different construction segments as outlined in the Attachment B: Statement of Work on page 11 of 12 of the scope of Work document? **We anticipate the project to be bid by segments as each segment is approved to proceed.**
6. Do you anticipate interviews of the short-listed consultants? **Yes, please see proposal specifications on page 8, shortlisted consultants will be contacted and additional questions to address during the interview process will be provided at that time.**
7. Would an 11x17 foldout page be acceptable for the schedule or should all pages remain 8.5x11? **11x17 fold out page is acceptable**
8. In item #1 of the Proposal Specifications there is this statement: “An introductory letter that covers the following: understanding of the project, a positive commitment to complete the work by **Month, Year**, briefly summarize about why the firm should be selected and the address and contact information for each party in a proposed joint venture.” Is the highlighted portion a typo? Or should there be the corresponding month and year from the attached schedule? **The Month, Year is per Attachment C: Project Schedule**

### **\*\*Error correction- Page 7**

9. **#8- The selected Consultant must submit an audit report including a report on internal control and compliance meeting FHWA regulations.**