



## Questions and Answers

### Request for Qualifications

## On-Call Traffic Engineering and Transportation Engineering Professional Services

Date: December 20, 2023

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**Question 1**      **Would the City of Elk Grove accept electronic submittals via email or secure file transfer in lieu of printed copies in response to the On-Call Traffic Engineering and Transportation Engineering Professional Services RFQ?**

**Answer**            No.

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**Question 2**      **On Page 8 of the RFQ under Section 6 Fee, we believe the Attachment I – Sample Cost Proposal 1 for a Cost Plus Fixed Fee is the incorrect cost proposal form for this type of on-call contract. We believe the Sample Cost Proposal 2 for Specific Rate of Compensation (Use for On-call or As-Needed Contracts) should be the correct cost proposal form to be submitted for this RFQ response. Can the City please clarify which Sample Cost Proposal form needs to be submitted with the SOQ response?**

**Answer**            Please use Sample Cost Proposal 2 supplied with Addendum 2.

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**Question 3**      **Which forms are required to be submitted by the subconsultants? Is the Exhibit 10-Q Disclosure of Lobbying Activities to be filled out only by the Prime Consultant? Do the subconsultants have to submit the Sample Cost Proposal form as well?**

**Answer**            Prime Consultant must submit a 10-Q Disclosure of Lobbying Activities. Being that the total cost of the Subconsultants contracts are unknown, all Subconsultants must submit a 10-Q Form. Subconsultants are required to submit a Sample Cost Proposal Form.

**Question 4**            **In the RFQ under the Section Guidelines for the SOQ, Item 6 – Fee, it states that “Cost proposals shall conform to Attachment I – Sample Cost Proposal 1”. Sample Cost proposal 1 requires hours. Being this is an On-Call and hours do not apply until the Task Order phase, should we be completing Sample Cost Proposal 2 instead, which just requires rates for On-Call or As-Needed Contracts? LAPM Chapter 10 Exhibit 10 H1-H3 Cost Proposal (ca.gov)**

**Answer**                Please use Sample Cost Proposal 2 supplied with Addendum 2.

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