



REQUEST FOR PROPOSAL

City of Willmar Safety Action Plan Professional Services

Clarification Responses

RFP Release Date: January 19, 2024
Proposal Due Date: February 13, 2024

CLARIFICATION RESPONSES

- 1. Can you clarify what would be included in the Administrative Draft Plan that is due in June 2024? Specifically, does the work for Tasks 1-9 need to be fully completed and documented for the Administrative Draft Plan?**

Response: *Tasks 1 through 9 identified in Section 4 of the RFP shall be initiated. Tasks 1-9 do not need to be completed and documented.*

- 2. Related to Q1, I wanted to check if the June 7, 2024 date is correct for the submission of the Administrative Draft Plan, since it is 3 months after consultant selection.**

Response: *June 7, 2024 is the correct date for the submission of the Administrative Draft Plan. If the respondent believes that the project would be best served by an alternative Administrative Draft Plan submittal date, the schedule required to be submitted, Section 5, shall identify an alternative date.*

- 3. Is there any work anticipated to be completed between June 7th and the November 2024 final plan deadline, other than addressing draft plan review comments?**

Response: *Consultant shall identify work necessary between June 7th and November 2024 in the schedule required to be submitted with the RFP.*

- 4. Section 3 that covers the submittal content and scoring criteria does not ask to include a work plan or budget in the proposal, is this correct? I wanted to make sure I am understanding the items to submit and scoring criteria correctly. Section 6 does ask to submit a fee estimate.**

Response: *Section 3 does not ask for a work plan or budget. Section 5 requires a schedule and Section 6 requires a fee estimate. Both a schedule and fee estimate shall be submitted with the Proposal.*

- 5. Section 3.5 Narrative that Addresses Selection Criteria lists 'record of the firm's past work experience with up to two (2) projects of a similar nature.'**

- a. If a partner, subconsultant firm is included in the proposal, are up to two projects per firm requested as part of this measure?**

Response: *No. Up to two projects per Proposal shall be included.*

- 6. For 6.0 Fee estimate, should this be included as part of the proposal document or submitted separately?**

Response: *The fee estimate shall be submitted as part of the Proposal document .pdf. The total fee shall not exceed \$250,000.*