



2015-2017 On-Call Consultant Informational Meeting Questions & Answers

April 17, 2015

What is included in the 15-page count limit?

Any information that addresses the selection criteria is subject to the 15-page count limit, with the exception of the Diverse Business Inclusion Plan which is only required if responding to Project 2015-801 for Architectural Consultants.

This includes:

- Resumes and References (if choosing to submit references prior to Phase 2.)
- Standard Form 330, Part 1 (if included)
- Cover Letter

This does not include:

- Standard Form 330, Part 2
- Diverse Business Inclusion Plan
- Tabs (unless they have pictures or more information than category name)
- Cover page (unless it has pictures or more information than Project No., Title, and Firm name and address block.)

Recommendation: The shorter the better. Keep information clear and concise.

If I'm a diverse business, do I still need to submit a Diverse Business Inclusion Plan?

Yes. If submitting a Statement of Qualifications for Project 2015-801 for Architectural Consultants, a Diverse Business Inclusion Plan is required for all submittals, including those from Diverse Businesses. If responding to any other Project listed in the advertisement, a Diverse Business Inclusion Plan is not required.

Recommendation: If you are a Diverse Business, it would be helpful for you to identify yourself as such in your Statement of Qualifications.

If I'm registered in WEBS (Washington Electronic Business System), do I still need to submit for consideration?

Yes. While you indicate your specialty when registering in WEBS, it is only a notification system for opportunities when they arise. Contractors individually submit for the opportunities they wish to pursue and are selected based on their qualifications for that particular advertisement.

What is expected for the "Project Approach" Criteria?

The consultant selection board will be looking for strategies on how your firm is going to lead the owner in the project, scoping, design and execution, and how you address all important project elements. This includes a demonstration of understanding challenges and service needs of a project.

If I have offices in more than one area, do I need to submit a Form 330, part II for each office?

No. However, while it is not a requirement to submit a separate form for each office, it is helpful. Keep in mind that we are seeking firms from all over the state so it is important for the consultant selection board to know which regions your offices are located in.

What electronic document format should my submittal be in?

While documents in Microsoft Word will be accepted, it is preferable to have submittals in Adobe PDF format.

Recommended: A bookmarked or searchable PDF is easier for the consultant selection board to review.

If we don't want to interview remotely, do we have the option to come to Olympia for our Phase 2 interviews?

(The advertisement reads that after evaluation, *"final selections will be based on the submitted electronic material and, at the option of the consultant selection board, a telephone or in-person interview."*)

Yes. If the consultant selection board chooses to interview, the short-listed firms will always have the option of in-person interviews.

Do we need to include references?

No, references are not required at this time. After the initial submittal review, short-listed firms may be requested to provide references. However, references are not a requirement in the Request for Qualifications.

The job categories differ between federal and state. On the Standard Form 330, Part 2, which categories are preferred?

Please make sure you are using the 330 form as provided at:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>. Please

use the trade categories as listed at:

<http://www.des.wa.gov/services/facilities/Construction/Consultants/Pages/EASTradeCategory.aspx>.

What are the criteria that will be considered during Phase 2 of the evaluations?

If a consultant selection board decides to have a Phase 2 evaluation, the criteria will be determined by the board. E&AS intends to standardize the Phase 2 criteria as much as possible and is appropriate.

Should we include sub-consultants in our submittal?

The consultant selection board is seeking the qualifications of the team that will be providing the on-call services. If sub-consultants are integral to that team, they should be included.