

## FAQs for Statewide On-Call Selection:

### How many pages in the 15 page, page limit?

The 15-page limit refers to 15 pages of content, which would be 15 single sided pages.

### What is included in the 15-page limit?

Any information that addresses the selection criteria is subject to the 15-page limit.

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
- Tabs (unless they have pictures or more information than category name)
- Cover Page (unless it has pictures or more information than project number, project title, firm name and address block)
- Attachment 1 which identifies your point of contact for the solicitation, office locations and Diverse Business certification general information

**Recommendation:** The shorter the better, keep your information clear and concise.

### In what electronic document format should my submittal be?

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.

### 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.

### If I am 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.

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

No, one Form 330 is fine. Use your primary location. Please make sure that the rest of your office locations are listed on Attachment 1.

### 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-leasing/public-works-design-construction/architecture-engineering-design-consultants/trade-categories-specialties>

### **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.

### **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.

### **If I am a diverse business, do I still need to submit a Diverse Business Inclusion Plan?**

You are not required to provide a Diverse Business Inclusion Plan. We have chosen to include Attachment 1 to help better identify the firms that have existing diverse business certifications.

### **How will Diverse Business participation be factored in to the SOQ evaluation?**

Improving economic opportunities for small, minority-, women- and veteran-owned businesses on E&AS contracts is a priority for the Department of Enterprise Services (DES) and the state of Washington. Diversification of vendors will be sought in all areas of this on-call selection.

### **Is there a requirement on Minority/Women Owned Business & Diversity?**

No, the dollar amount for requiring inclusion plans is higher than the on-call AE agreements allow, so we do not require an inclusion plan.

### **If a firm wants to submit for multiple disciplines, how would they submit their Statement of Qualifications appropriately?**

Firms should submit one “submittal package” for each discipline. This ensures that the SOQs are appropriately distributed to the correct panels.

### **Would DES be more interested in single firm applications or teamed-up applicants?**

Additional resources are always helpful. DES is looking for a firm or teams that can cover the state effectively and efficiently.

### **If we plan to utilize subcontractors, should we include their information? What about their Form 330?**

Yes, please include your subcontractor information. Be clear with your in-house capabilities versus what work may be subcontracted. It would be helpful to identify which subs you have a history with as well. Regarding the form, since the Form 330 part II does not count towards your 15 page, page limit, it may be beneficial to include that as well.