

**ENGINEERING SERVICES CONSULTANT RFP
West Tennessee River Basin Authority**

Clarifications and Responses to Written Questions

Submitted Written Questions		Responses and Clarifications
1.	General Clarification:	Questions of similar content or concern have been combined for response purposes.
2.	Please Clarify: a. What pages are included within the 50-page limit? b. Where do we include additional project experience?	RFP Section 3.2 includes general requirements for the Proposal. It is not the State's purpose to mandate the appearance and assembly of your Proposal. The intent is to assist the Evaluators to conveniently locate the pertinent information in your Proposal during their evaluation. How you package and display that information is your professional response to the RFP. a. RFP Section 3.2.11 lists components not included in the page count. b. For ease of review, additional information can be included in appendices. These should, however, be properly referenced in the main response sections to guide reviewers to your information.
3.	In RFP Sections A.17, B.4 and B.7 is the requested information for the entire corporation, or for local or regional offices that will provide services for this contract?	You may provide both. The local office submitting the Proposal is the primary business entity for day-to-day contact and business operations in Tennessee. The local information is expected and preferred.
4.	a. Please clarify "annual dollar workload" for Section A.17. b. Does workload include revenue backlog and billings?	a. The State requests workload information in support of a business's financial solvency and stability of its professional service activity with a view to the potential duration of the contract. b. In a previous Proposal submission to an RFP, many Proposers listed total number of projects, total value of projects, and total gross earnings for the firm for the given periods. Dollar amounts may be rounded for convenience. c. Please realize that all submitted data becomes property of the State of Tennessee, and open to public review.
5.	Section B.3, are Proposals limited to only three projects total?	No. Additional projects, if pertinent and illustrative of firm experience, may be included in an appendix. See response to 2.b above.

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6.	Section B.3, are Proposals to include three project examples from each member of a Proposer's team?	<p>No. Only the prime. Technical subcontractors and sub-consultants are an expected and normal component of this contract.</p> <p>a. A "team" approach has merit only with regard to prior experience working together. However, the varying nature of this contract's potential project-types offers no guarantee of any set specialty teaming.</p> <p>b. Refer to the additional information response in 2.b above.</p>

End of Responses to Submitted Questions and Requests for Clarification