



Town of Los Gatos
Request for Qualifications for Materials Testing and Special Inspection Services
Questions and Answers
Last Updated 1/11/21

- 1. Will the Town be sharing the sign-in list for today's pre-proposal meeting with all the attendees?**

The sign-in sheet is posted on the website at <https://www.losgatosca.gov/2258/RFPFRQ>.

- 2. Regarding the SOQ format, is there an overall page limit? If so, would the cover, table of contents, and appendix cover pages, and appendices be counted towards the page limit? According to the RFQ, only the "Cover Letter" and the "Review of Scope of Services" sections of the SOQ (refer to page 7 of the RFQ) have page limits (2 pages maximum each). None of the other sections of the SOQ appear to have page limits.**

The limit is only for the "Cover Letter" and the "Review of Scope of Services" at 2 pages each. There is no overall limit for the SOQ. Consultants must ensure that the final SOQ is transmittable via e-mail or file sharing site.

- 3. Page 2 of the RFQ indicates firms may not charge mileage or travel time between project sites within the Town of Los Gatos. Would firms be allowed to charge roundtrip travel time and mileage from their office to the Town of Los Gatos? Field staff typically has to stop at the office to pick up/drop off equipment and sampling supplies or to drop off samples collected at the jobsite at the end of the day.**

If any exceptions are taken to the scope requirements in the RFQ, please state them in the SOQ, preferably under the Cover Letter or Review of Scope of Services. The Town prefers that the costs for sampling and testing include travel times and mileages.

- 4. Page 2 of the RFQ indicates a 2-hour minimum. The State of California requires employers to pay full-time hourly employees a minimum of 4 hours a day. Would the Town consider increasing the minimum to 4 hours instead of 2 hours?**

If any exceptions are taken to the scope requirements in the RFQ, please state them in the SOQ, preferably under the Cover Letter or Review of Scope of Services.

- 5. Will this contract be funded solely by the Town or will it receive federal dollars as well? If the contract has federal funding in it, is the fee schedule to be submitted under separate cover (PDF)?**

The Town does not anticipate using federal funds for materials testing and special inspection services. However, proposers are welcome to submit a separate fee schedule for Federal-aid projects in case the Town decides to apply federal funds.

6. **On Page 2 of the Overview section of the RFQ, it is stated that “Billable work hours or durations will be based on on-site hours and no more than a 2-hour minimum shall be allowed for durations less than 2 hours”.**

If any exceptions are taken to the scope requirements in the RFQ, please state them in the SOQ, preferably under the Cover Letter or Review of Scope of Services.

7. **On section 2.6 of the sample agreement, it is stated that “Compensation for Consultant's professional services shall not exceed \$XXX, inclusive of all costs. Payment shall be based upon Town approval of each task.”**
 - **We would like to request if the Terms could be updated to include “Without prior written approval”? These terms were added and accepted in all our previous Town of Los Gatos projects.**
 - **Example. Compensation for Consultant's professional services shall not exceed \$XXX, inclusive of all costs *without prior written approval***

As noted in the RFQ on page 7, any exceptions or change request to the contract provisions should be stated in the cover letter.