EAST-WEST GATEWAY
Council of Governments
Creating Solutions Across Jurisdictional Boundaries

Appendix 5
FAQs -- Submittal Requirements

EAST-WEST GATEWAY
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This FAQ document provides a list of the most frequently asked questions about the submittal requirements described in the solicitation documents. If you have any additional questions, please refer to Section IX, Part A of the solicitation documents for instructions on how to submit questions.

Formatting - Page Limits

1. Do resumés, including shortened or truncated versions, count toward the stated page limit?

No, resumés, whether or not they are full resumés or shortened/truncated versions, will not be counted toward meeting the stated page limit for the submittal. If a firm chooses to include resumés in its submittal, the resumés should be included as an attachment to the submittal and will not be counted toward the stated page limit.

2. Do any of the following items count towards the stated page limit?

-Blank pages
-Front and back cover of the submittal
-Tab dividers
-Table of contents
-Work samples
-Attachments A through G
-Prior Work Experience / Past Performance Form
-Time Availability for Key Personnel Form

No, blank pages, front and back covers, tab dividers, tables of contents, work samples, attachments A through G, the prior work experience / past performance form, or the time availability for key personnel form do not count toward the stated page limit.

3. Does the cover letter count toward the stated page limit?

Yes, the cover letter counts toward the stated page limit.

4. Does the stated page limit mean double-sided pages? For example, does a 12-page or 25-page limit mean a total of 24 or 50 pages?

No, the stated page limit does not mean double-sided pages. The page limit refers to the total number of pages that can be included in the submittal. The solicitation document may also specify a page limit for individual components of the submittal and these page limits, similarly, do not mean double-sided pages. A 12-page limit means 12 single-sided pages or 6 double-sided pages and a 25-page limit means 25 single-sided pages or 12 double-sided pages + 1 single-sided page.

Formatting - Margins & Fonts

1. Is the standard header and footer text (e.g. page numbers) excluded from the 1" margin requirement?

Yes, the standard header and footer text are excluded from the 1" margin requirement.

2. Do we need to re-size the attachments/forms provided by the Council so that they conform to the 1" margin requirement?

No, you do not need to re-size the attachments/forms to fit within the 1" margin requirement. If you choose to re-size the forms, then the new size should not inhibit the Council's ability to review the information contained in the forms.

3. Are graphics excluded from the 11-point font requirement?

Yes, graphics are excluded from the 11-point font requirement.

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Formatting - Tab Dividers

1. Can you provide an example of the proper or acceptable tab divider labels?

Ideally, the section tab labels will be consistent with the names given to the section / parts in the solicitation documents (e.g. Letter of Interest, Project Approach, Prior Work Experience). The way that tabs are labeled is up to each firm; however, keep in mind that the point of the labels is to facilitate the evaluator's review of your firm's submittal. The tab labels should make it easy for the evaluators to find the different parts of the submittal. Below are 2 examples of tab labeling, but these are by no means the only way to label tab dividers.

Content - Experiences Summaries & Resumés

1. In Section III, Part B, Sub-Part 1, #3(a) of the solicitation documents, you request information about "account management personnel." Can you explain this category?

Account management personnel refers to the staff at your firm who are responsible for managing the administrative side of the project (e.g. invoicing, payment processing, reporting). If the account management staff and the project management staff are the same, then the experience summaries for the project management staff should make note of the project manager's experience with the account management/administrative tasks.

2. Can we submit full resumés for our key personnel?

Yes, you may submit full (or shortened/truncated) resumés for your firm's key personnel. Note that resumés, if submitted, should be included as an attachment to your firm's submittal.

3. If resumés are submitted, is there a page limit restriction on the resumés?

No, there is not a page limit restriction for resumés.

4. Under which section/tab in the submittal order should we put our resumés?

The resumés should be included as an attachment to the submittal under its own tab section labeled "Resumés" or something similar so that the selection committee can easily locate this information.

Content - Work Samples

1. Can we use a 11" X 17" page size for work samples?

*Yes, your work samples can include a 11" X 17" page size. As stated in Section III, Part A of the solicitation documents, the 8.5" X 11" page size and other formatting requirements for the submittal do **not** apply to work samples.*

2. Some of my firm's work samples are very lengthy (e.g. 1,000+), are we permitted to submit an executive summary in lieu of a printed version of the full work sample or are we required to submit a printed version of the entire document?

*For the **printed** work samples, your firm may submit executive summaries or similarly shortened documents in lieu of sending a printed version of the full-length documents; however, your firm **must** submit the full-length documents on your firm's external storage device or provide a URL where the full-length documents can be accessed on-line and downloaded. Unless specifically stated in the solicitation documents, electronic copies or URLs **cannot** be used as a substitute for providing the required number of printed and bound work samples.*

Content - Work Samples, cont.

3. Can we submit brief project spreads as work samples in lieu of submittal the full-length work samples?

No, you cannot submit brief project spreads in lieu of work samples. See the answer to question #3 above for information regarding your firm's ability to submit shortened work samples to meet the printed work sample requirement.

4. Some of my firm's work samples include a report and several attachments / appendices, are we required to submit the attachments / appendices or are we permitted to only submit the report?

It is up to each firm to determine what to submit as a work sample. If your firm determines that the report without the attachments / appendices will sufficiently demonstrate the key personnel's work experience, quality of work products, etc., then that is your firm's choice. However, keep in mind that the evaluators may expect to have the opportunity to review any relevant attachments / appendices and may score your firm lower if the full work samples are not submitted. If length is a concern, please refer to question #3 above with respect to alternatives to submitting lengthy work samples.

5. Must all the work samples be from the prime consultant?

No. As described in the solicitation documents, the purpose of the work samples is to demonstrate that the team's proposed key staff has performed work for / playing roles in prior projects that are similar to the work / roles the team is proposing for the Council's project. Based on this requirement, it is feasible that a work sample may be provided from a prime firm's subcontractor - if that subcontractor's staff will be key staff for the Council's project.

6. Can we submit more than the minimum number of work samples requested in the solicitation documents?

Yes, you are permitted to submit more than the minimum number of work samples requested.

Content - Forms

1. Can you confirm which of the forms (Attachments B through G) our subcontractors are required to complete?

*A prime firm's submittal must include the following forms for **all** subcontractors:*
--Attachment B

*In addition, a prime firm's submittal must include the following forms for **each** D/S/W/MBE included on the team:*
--Attachment G

2. Can the forms be signed electronically?

Yes, but only if the electronic signature is a digital signature or another type of official, electronic signature. For example, an electronic signature provided through DocuSign or Adobe signature is acceptable. A typed signature or stylized version of a typed signature is not an acceptable form of an electronic signature.

D/S/W/MBE Participation

1. Where do I find information about any D, S, W, or MBE goals for the project?

Information regarding D, S, W, or MBE goals can be found in Section VII of the solicitation documents.

2. If a D, S, W, or MBE on my firm's team is certified and registered with an entity other than one listed in Section VII of the solicitation documents, can work assigned to the D, S, W, MBE be counted towards the D/S/W/MBE participation requirements?

No. In order for a D, S, W, or MBE's work to be counted towards the D/S/W/MBE participation requirements, then the D, S, W, or MBE must be currently and properly certified and registered with the entity(ies) described in Section VII of the solicitation documents.

D/S/W/MBE Participation, cont.

3. Can a certified SBE's participation be counted toward meeting the stated DBE goal?

It depends. If the SBE is also a DBE that is currently and properly certified then, yes, the SBE's participation can be counted toward meeting the stated DBE goal. If the SBE is NOT also a DBE that is currently and properly certified then, no, the SBE's participation cannot be counted toward meeting the stated DBE goal.

4. If a D, S, W, or MBE on my firm's team is not currently certified and registered with an entity listed in Section VII of the solicitation documents but is in the process of becoming certified and registered, can work assigned to the D, S, W, MBE be counted towards the D/S/W/MBE participation requirements?

*For purposes of submittal evaluation and the assignment of points, only D, S, W, or MBEs that are properly certified at the **time the submittal is received** will be eligible to receive points for this evaluation category. Additionally, for purposes of determining whether a firm made good faith efforts to meet the stated D, S, W, or MBE goal, participation by enterprises that are not currently, properly certified at the time of submission will not be counted towards meeting the stated goal.*

5. How do I find out if a D, S, W, or MBE is currently and properly certified?

Section VII of the solicitation documents includes URLs to the on-line database of the certifying / registering entity(ies) and your firm may use these URLs to check whether or not a D, S, W, or MBE is properly certified.

Submission Requirements

1. Will you accept e-mailed or faxed submittals?

Refer to Section IX, Part C of the solicitation documents to determine if e-submission is permitted.

2. Will you accept an electronic submittal on an external storage device in lieu of printed submittals?

No, if printed submittals are required, then you are required to submit the required number of printed submittal. Refer to Section III, Part A of the solicitation documents to find information about electronic and printed submittals.

3. Due to unexpected events, my firm may not be able to meet the submission deadline, what do we do?

*Your firm should contact the Council's designated point of contact described in Section IX, Part A of the solicitation documents to notify him/her of the issue and request a waiver of the submission deadline. Note that this notification must be received **prior** to the submission deadline. Also, the Council is not required to grant your request for a waiver and may determine that your firm's submittal will not be accepted or will be rejected.*

Selection Committee

1. Can I find out who/how many people will be serving on the selection committee for the solicitation?

No. In order to preserve the integrity of the procurement process and while the process is open and on-going, the Council does not release information about the persons who will serve on the selection committee.

Firm / Vendor Lists

1. Does the Council have a list of firms or vendors that are going to respond to the solicitation? If so, how do I gain access to the list?

*As a general rule, the Council does **not** maintain or keep a list of firms or vendors that are going to respond to the solicitation. In certain circumstances, the Council may require prime firms to notify the Council in advance of the firm's intent to respond to the solicitation. If this is a requirement, the solicitation documents will clearly state this requirement and will include instructions for how this list may be accessed.*

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Firm Eligibility

1. Are non-U.S. companies eligible to compete for the contract award / be awarded a contract for the project?

As a general rule, the Council does not restrict contract eligibility to U.S. companies. If there is a restriction regarding non-U.S. companies, the solicitation documents will clearly state this restriction. Non-U.S. firms should keep several factors in mind when determining whether or not to respond to the Council's solicitation, including:

(a) Firms are required to be familiar with the St. Louis region, the Council and its constituents, the project sponsors, etc. and, as part of the evaluation process, a firm's familiarity will be assessed with respect to project understanding.

(b) The firm that is selected for the contract award will be required to be registered to do business in Missouri, Illinois, or both.

(c) The firm that is selected for the contract award will be required to have insurance coverage issued by a company authorized to issue insurance in the State of Missouri.

(d) The Council will pay for services in U.S. dollars only and will not adjust the contract budget to account for fluctuations in the exchange rate.

(e) Travel expenses will be limited to the Council's travel rates, which are tied to the U.S. General Services Administration rates for the St. Louis metropolitan area and the Council will not make adjustments to these rates to account for the costs of foreign travel. The Council's funding agencies may also have restrictions regarding foreign travel, which may affect your firm's ability to perform work for the project. These requirements, if they exist, will be described in the Draft Contract Terms & Conditions.

2. My firm plans to conduct at least a portion of the work outside the U.S., will we be deemed ineligible for a contract award?

As a general rule, the Council does not restrict the location of where work is performed. If there is a restriction regarding the performance of work, the solicitation documents will clearly state this restriction. Keep in mind that, if face-to-face meetings are required for the project, a firm will be required to be physically present in St. Louis for the meeting and will not be permitted to substitute web-based or other electronic communications for the in-person meeting requirement. Also, please refer to #1 above regarding other considerations.

3. If my firm is not currently registered to do business in Missouri, Illinois, or both, are we ineligible to be awarded a contract for the project?

No. The requirement regarding business registration applies as of the start date for the contract. This means that a firm must be properly registered prior to the work beginning. The Council will not deem your firm ineligible for contract award simply because your firm is not registered at the time it responds to the Council's solicitation. Keep in mind that the business registration process can take some time and the Council and its evaluators may take your firm's lack of current registration and the time constraints associated with the project into account when considering your firm's ability to successfully complete the project within the estimated performance period.

4. My firm does not currently carry enough insurance to meet the Council's insurance requirements, are we ineligible to be awarded a contract for the project?

No, as long as your firm meets the insurance coverage requirements prior to the project start date, your firm will not be deemed ineligible for a contract award and may still compete for the contract award.