

**Responses to Questions Regarding Request for Qualifications
for Vegetation Management Services**

10/4/2023

Question 1: "In regard to the MWPA request for statements of qualifications: Can you please specify exactly what you would like included in this SOQ document?"

Response 1: MWPA staff has prepared an addendum to the RFQ expanding and clarifying the list of items for inclusion in the SOQ. That list is below, with added language underlined:

The SOQ shall include all of the following:

- a. Introductory letter*
- b. Contractor's background, and history and location in relation to MWPA jurisdiction.*
- c. Size of contractor's business.*
- d. Services offered and experience in relation to scope of work described in RFQ*
- e. Contact name, email and phone number for MWPA questions.*
- f. Statement that your SOQ shall be valid for two (2) months from the due date.*
- g. Relevant licenses and registration with Department of Industrial Relations.*
- h. Describe ability to meet minimum equipment requirements.*
- i. Describe ability to meet Minimum Qualifications outlined in Section D.*
- j. Describe ability to reduce or avoid environmental impacts of project-related activities.*
- k. Information related to Diversified Business Enterprise status, if applicable.*
- l. Acknowledgement of Addendum form, signed*

Question 2: E: Item D.a-g) Minimum Qualifications on pg 4. In which section should we provide information that proves we meet the minimum qualifications?

Response 2: Please see updated SOQ content list. Feel free to add a section in addition to those listed in "E. SOQ Submission, 1. Content to address minimum qualifications."

Question 3: RE: Item D.a): Should we include a sample insurance certificate with the submittal? What section should we include this information in?

Response 3: Yes, that would be helpful but not required. Feel free to create an additional section to include this information. Please see updated SOQ content list.

Question 4: RE: Item E. SOQ Submission on pg 4-5. Should we include the resumes of key team members in the submission? If yes, can they be included in an Appendix?

Response 4: That would be helpful but not required. An appendix is fine.

Question 5: RE: Item E.2. References on pg 5. Should we include project descriptions that correspond with the reference information?

Response 5: That would be helpful but not required.

Question 6: RE: Item F.1.a)1-3. Qualifications and Experience... on pg 7 and Item D.b) Minimum Qualifications on pg 4. Should we include a copy of our C-27, D-49, QAL, licenses and DIR registration in our submittal? What section should we include this information in?

Response 6: Yes. Please include a copy of the licenses and registration as an appendix to the SOQ. Please see updated SOQ content list.

Question 7: RE: Item C. Scope of Work on pg 2-3; Item F.1.a) 4-5. Qualifications and Experience... on pg 7; Item D.c-g) Minimum Qualifications on pg 4; and Item C.2. Equipment on pg 3. Should we include information regarding our experience providing the requested services and details about our equipment in the Introductory Letter? If not, which section should this information be provided in?

Response 7: Yes. Please create an additional section to address these topics

Question 8: RE: Item F.1.b) Diversified Business Enterprise on pg 7. Would a company that is a California Department of General Services certified small business qualify as a small business with the Agency?

Response 8: Under section 7.3 of the MWPA's Procurement and Purchasing Policy, small businesses "are businesses that on average generate less than \$500,000 per year in income."

Question 9: RE: Item F.1.c) Location Proximity to Jurisdictional Boundaries on pg 7. Should we include information regarding our location proximity in the Introductory Letter? If not, which section should this information be provided in?

Response 9: Either the introductory letter or a separate section is acceptable.

Question 10: RE: Item F.1.d) Environmental Impact on pg 7. Should we include information regarding our environmental impact in the Introductory Letter? If not, which section should this information be provided in?

Response 10: Yes. Please create an additional section to address this topic.