

**Questions & Answers for the  
RFQ, Design Services for Tville, Murray, West Valley BRT Project**

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Question: Section 3.1 has a page limit of 2 pages. There are essentially four items being requested in this section; title page, table of contents/outline, introductory letter, and an executive summary. We are typically allowed one page for the title page (cover), one page for the introductory letter, and one page for the executive summary (the table of contents/outline will fit on one of these pages). Will the title page (cover) count as one of the pages? If so, can one more page be allowed for this section?

Answer: The front cover will not be counted towards one of the two permitted pages.

Question: On page 6, item #2 under the overall scope, it states “Complete an Environmental Study Report for phase two of the project...” On page 7, item #3, it states “The consultant will be responsible for updating the phase one environmental study report (ESR) and preparing a new ESR for phase two of the project; incorporating both the phase one and phase two reports into a comprehensive ESR for the overall Project.” Will the updated phase one and the new phase two ESR be stand-alone documents or is the comprehensive ESR that incorporates both items, the only document required?

Answer: Two stand-alone documents. The phase one update is intended simply to reassess the current report and identify and update any new circumstances since the completion of the existing document. This will allow the selected firm to just complete an update and not be responsible for all parts of the phase one ESR.

Together, the two stand-alone documents will comprise a comprehensive ESR that addresses both phase one and phase two of the project.

Question: Concerning the electronic/hardcopy submittal requirements, what is the City’s preference for submitting the proposal – electronic, 10 hardcopies, or both?

Answer: Either option is perfectly acceptable. In the interest of saving paper, reducing copying and production costs, and simplifying distribution of the proposals to the review panel, electronic is encouraged.

Question: For Section 7, Appendices, is there a page limit? Also, may we include hyperlinks outside of the document (i.e., link to a relevant website)?

Answer: No page limit for the appendices identified in section 3.7 of the Submittal Requirements. However, be realistic in terms of the amount of information provided. Concerning providing links, it is preferred that the responses be stand-alone documents. With that said, however, it is appropriate to include such statements as “if you are interested in more information on this project, please see...”.