FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Request for Qualifications: On-Call Consulting Services

Questions & Answers No. 1

Responses provided are to help guide submission. Responses do not modify the RFQ or the form of the Consultant Agreement.

1. **Is there a total page limit for the statement of qualifications submission?**

   There is no single, overarching total page limit for the entire document, but the submission is governed by section-specific page limits that must be followed.

   Critical Page Limits

   1. *Core Narrative: The narrative sections (Sections 1, 2, 3.A, 3.B.1, 3.B.2, and 3.B.3) are rigidly capped at a combined total of 12 pages (excluding Service Provider pages).*
   2. *Service Categories (Section 3.B.4): This is the only section where the page count varies. You are limited to one (1) page per Service Category for which you are submitting qualifications.*
   3. *Appendices: Resumes are limited to a maximum of 2 pages per individual, and the Rate Schedule is limited to 2 pages.*

   Overall File Constraint

   The limiting factor is not just the digital size, but the quality of the submission. You must ensure the total electronic file size does not exceed the 20 MB limit.

   We emphasize that the Evaluation Team will prioritize quality and responsiveness over quantity. Any information submitted that does not directly address the required content (as outlined in the page limits) will likely not be reviewed or considered during the scoring process.

2. **We understand FVRL system is looking for firms for a multi-disciplinary on-call agreement. As a multi-disciplinary firm with Owner Representation, we wanted to confirm our understanding that in addition to proposing an Owner Representative team, proposal for other delivery categories would be considered a benefit and not represent a conflict of interest?**

   Yes, that is correct. FVRL does not consider it a conflict of interest for a firm to propose an individual both as a member of the Owner's Representative team and as a separate discipline (e.g., structural engineer) in their respective discipline category.

3. **Are cover pages, tab dividers, and the table of contents permitted in the submission? If so, can FVRL confirm whether these elements are excluded from the stated page limits?**

   Cover pages, tab dividers, and a table of contents ARE permitted to be used and will NOT COUNT toward any stated page limits.

4. **Can FVRL confirm whether there is a preference for receiving on-call submissions from multi-disciplinary teams that cover multiple service categories, as opposed to single-discipline submissions?**

   FVRL welcomes submissions from both single-discipline specialists and multi-disciplinary teams. We do not have a preference for one structure over the other.

   To be considered for a stand-alone need, you must submit a page for each individual discipline.

   (For example: If a project requires a full capital delivery team, we will contact those on-call as a team under the Owner Representative category. If a project only requires an Electrical Engineer, we will contact those on-call in that specific category.)

5. **If our firm submits as the architectural prime with a full team of subconsultants across several service categories, but FVRL later chooses to assemble its own multi-disciplinary teams from the on-call roster (as noted on RFQ p.3), will our firm still be considered independently from the subconsultants we list?**

   See previous response. FVRL will not assemble a separate team from on-call individual disciplines. If a project requires a capital delivery, multi-discipline team FVRL intends to contact those in the Owner Representative category. If a project requires only a single discipline then FVRL will contact those in that category.

6. **If we include specific subconsultant firms in our architectural proposal, does FVRL require each of those subconsultants to also submit their own separate on-call qualifications during this solicitation period in order to be considered eligible?**

   *Your firm and proposed subconsultants will be considered **both** as a multi-disciplinary team and as individual service category pages.*

   *Your firm's decision to submit as an **Architectural Prime with a full team** will be primarily scored under the **"Team structure and variety of Service Categories"** criterion (15 points), which favors the holistic delivery of complex capital projects.*

7. **In Section B4 (Service Providers), the RFQ calls for one page per service category. If an architectural prime is submitting with multiple subconsultants, should we limit our submission to one page for the architectural category only, or does FVRL expect one page for each service category covered by our subs—potentially resulting in 10+ pages?**

   *The RFQ requires a separate Service Provider page (maximum one page) for **every single Service Category** for which a firm (or subconsultant) wishes to be individually considered.*

   Here is the distinction:

   1. *Team Submission (Recommended): If the Architectural Prime submits a multi-disciplinary team, the team's combined experience and structure are covered primarily in the **Team (3.B.3)** section*

*(maximum 2 pages) and the **Representative Projects (3.B.1)** section (1 page). This is essential for being considered for large, holistic capital projects.*

2. ***Individual Submission (Discipline-Specific):*** *For your subconsultants to be eligible for separate, discrete Work Authorizations outside of the Owner Representative Category (such as a small, unplanned maintenance project requiring* only *a structural engineer), they must provide a separate one-page summary of their qualifications **for that specific Service Category** under Section 3.B.4.*

*If your team has 10 subconsultants you will need to submit **10 individual pages** under Section 3.B.4 (plus your Architectural Prime page). This ensures each firm is independently qualified and documented for the specific service.*

-END OF Q&A-