

Requests for Information or Clarification from Bidders

RFP Clarification Questions:

- Could you please provide the Port's Standard Contract Template, which includes the Port's Standard Terms and Conditions and Reimbursable Guidelines that are a requirement for this contract (page 2 of the RFP)?

You can view a sample on our website under RFPS- Jensen's.

- We noticed that the Port uses the Small Business/Vendor Roster; are there any small business requirements for this RFPS?

We have a less than 2% DBE goal but no requirements.

- Is there a desired/required page limit or any specifications regarding proposal size, font size, etc?

No, there is not.

- Should references be included as part of the initial submittal (SOQ) or would that be an additional/later submittal, upon request?

Included in SOQ, does not count against page limit.

- Does the Port have an anticipated schedule for interviews/reference review?

Will decide after reviewing submittals.

- On page 5 of the RFP, it states "Include a list of recent (in the last three years) contracts/projects, including points of contact, contact information (phone and email)" – will these contacts be the references the Port will be checking, or will those be a separate list of references?

They will be treated as additional references to any others you provide.

- Should our resumes be included under the Qualifications & Experience section of our SOQ (page 5 of RFP), or should we include them in an appendix, as noted on page 7 of the RFP?

Either will work fine.

- What other information should be provided in appendices?

No requirements beyond the items requested in RFPS document.