



# LAKE HAVASU CITY

## REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATION (RFQ) UTILITY SERVICES EFFICIENCY STUDY CONSULTANT EVALUATION AND BEST PRACTICES

### CLARIFICATION STATEMENT #2

**October 25, 2016**

Attention is called to the following request for clarification to the original and amended solicitation.

There is no change in the opening date. **Submissions are due no later than 3:00 p.m., Arizona Time, November 4, 2016**, at the City Clerk's Office, 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403.

#### CLARIFICATION QUESTIONS AND ANSWERS:

1. **Question:** Section IIIA3 requests an excerpt or the entire report for *each of the projects* we identify for firm experience. Whereas, in Section IV, there is reference to an additional appendix for a single 30-page maximum example report...

The question is, which should we follow, Section IIIA3 which requires an example of each project's deliverables, or submit only a single example of a report as stipulated in IV? Please clarify this requirement.?

- a. **Answer:** The sections are not mutually exclusive. If summaries are included in the body of your submittal, then you may wish to add a complete report in the supplemental/appendix of your proposal. If you so choose you can have reports in the body (5) of your proposal and you may then add one more to the supplemental/ appendix which may increase your total number of examples to 6
2. **Question:** In Addendum 2, item #9, what is the City looking for in response to "Length of time has worked for your firm"? This statement is missing a noun but I assume it means "Length of time each key staff member has worked for consulting firm." In that case, I don't think it makes sense to provide this information under each project in our key staff members' resumes. Instead, is it okay to provide this once in each person's resume?
    - a. **Answer:** Yes, it is ok, provided the Offeror indicate where the requested information may be specifically found in the other previously addressed section of the response or supplemental/appendix.

DATE: 10/28/2016

BY:

  
Lynette Singleton, Procurement Official