

District 43 43ENVRCR25 Outreach – 09/25/25

HQ Division of Environmental Analysis On-call Cultural Resources Support
Services Contract

Q&A session

Question:

Are there staff classifications in the SOW for tasks involving report production, e.g., editing and graphics?

Answer:

Report production specialists, editors, and graphic specialists would be classified as non-A&E personnel and are not listed under the Consultant Personnel Requirements. Personnel providing non-A&E services are reimbursed under incidental services.

Question:

For vendors, such as heavy equipment rentals, can we assume we just list them or say that we will contract as needed vs. all the documentation, e.g., letters and rate, estimate % from other subs?

Answer:

Firms providing Trade services will be required to submit their rate sheets (in lieu of bids) listing each item with its corresponding unit cost, inclusive of all direct and indirect costs used for all clients. Vendor rate sheets shall not include individual personnel labor rates. The Department will scrutinize the vendor Rate Sheets and Prime's supporting documentations for fair and reasonableness of vendor rate sheets during cost negotiation phase.

Vendor name and description of services shall be clearly identified in the Prime's transmittal letter and other sections of the SOQ as noted.

All Vendors and the associated service descriptions shall be listed in the SOQ. DBE and Non-DBE vendor names should be identified in the SOQ and include their respective Transmittal Letter accompanied with the A&E Conflict of Interest forms.