



**Mid-Region Council of Governments**



# **REQUEST FOR PROPOSALS**

For

## **On Call Professional Services**

### **ADDENDUM #3**

RFP Issued: January 15, 2021  
MRCOG Procurement No. 2021-02

## On Call Professional Services

Addenda #3 is issued to: respond to vendor questions

1. Would the inclusion of card stock divider tabs count against the page limit?  
**No**
2. Would it be acceptable to use a font size in tables in figures that is smaller than 10 points?  
**Yes**
3. Given the current stay at home order our office is closed, making it difficult to obtain original signatures. Would electronic signatures be acceptable for any signed proposal documents?  
**As long as they are signed, electronic is fine.**
4. Some elements in the RFP list support services that may be essential to completion of a task. For example, element 5 lists several support services commonly needed to complete design projects such as survey, mapping, geotechnical investigations, utility investigations, traffic counts, and other similar activities. Is it the intent of MRCOG for proposals to list just the firm names of each specialty subconsultant who will perform support services or is it necessary to include the firm names and specific staff who will perform the work?  
**See Section 2.3.5. It is not necessary for the Offeror to submit the specific subcontractor staff who will perform the work.**
5. May we confirm that MRCOG does not want us to include full resumes as an appendix? It is MRCOG's direction that we cover Staff Resources, Qualifications and Scope/Understanding all inside the 10-page length---is that correct?  
**If resumes are submitted, they should be included in the 10 pages. Suggestion is to highlight a few key staff, and skills in the 10 pages.**
6. What is the gross receipt tax percentage for this project? **GRT rate will be based on the location of the work performed. See NM Tax Code.**
7. Can proposals be coil bound instead of submitted in a binder? **Yes**
8. What forms do subconsultants need to fill out? **Nothing at this time, there will be a form when a subcontractor is utilized.**
9. Is there a DBE goal for this proposal? **DBE goals will not apply.**