

NDAT Request for Information (RFI) – Consulting Services

Frequently Asked Questions

Updated 12/27/2024

Q: When is my response to the RFI due?

A: The RFI will be open for one year starting on September 29, 2024, until September 30, 2025. You may submit your application at any time during this period for staff review and upon meeting the submittal requirements your firm will be placed on the list.

Q: After submitting our response, how long should we expect to wait before hearing back? Will the applications be evaluated after the submission deadline next year?

A: After you submit your response, your submission will be reviewed for completeness and clarity of content, and upon satisfying the submittal requirements, you will be placed on our list of consultants within 4 weeks of the date of submission. There will be no scoring of responses, but they will be reviewed for completeness. Firms will be notified by email once they have met all submittal requirements and have been placed on the list.

Staff will follow City procurement rules for micro-purchasing, informal bids, and prepare for solicitations on an as needed basis. Based on project needs staff may contact firms to fulfill requests by inviting consultants from this list on informal and formal solicitations.

Q: Will I be able to resubmit if my submission is deemed incomplete?

A: Yes, if your submission is deemed incomplete, you may be asked to update your responses and resubmit by the due date.

Q: Is video production a need as part of this RFI?

A: Yes, video production is listed under category F. Communications, Events, and Graphic Design, see page 6 of the RFI for more details.

Q: Are the Background and Qualifications sections and their page limits to include information for all proposed services, or do we provide the information based on the individual categories of services. If the sections are separate for each service, does the page limit apply to each service individually, or is it a total limit for all services combined?

A: Yes, the background and qualifications sections and their page limits should include information for all proposed services. However, if you believe you need more pages to describe all of the services you provide, you may follow the page limits for each service individually.

Q: Does the requirement for at least three references apply to the total number of references for all proposed services, or does it mean three references for each category of services on which we are proposing?

A: The three references apply to the total number of references for all proposed services. However, if you believe you need to provide three references for each category of service, you may provide additional references.

Q: Can a group of service providers submit a collective response, under one firm with subconsultants as a team (each provider has their own BOTC and none of them have employees, all are sole proprietors)?

A: Yes, you can apply under one firm, and have subcontractors listed on your project team.

Q: In which section of the submittal would you like staff bios to be included?

A: There is no pre-defined section, you can include staff bios/resumes part of the background or qualifications and experience section or at the end.

Q: If a firm submits their response prior to the due date, will you receive it when received? And if approved, will the firm be put on the list at that time (upon approval) or will they have to wait until the actual due date (09/30/25) to be reviewed and approved?

A: Yes, we review submittals as soon as they are received. Upon the completion of the review by staff, the firm will be notified on whether they have met the submittal requirements satisfactorily. After the submittal is approved it will be placed on the NDAT list of consultants and there is no further action required. Consultants may be asked to respond to opportunities for one or more services depending on our needs.