

October 26, 2020

**Addendum No. 1:**

**Responses to Questions**

**for**

**Request for Qualifications (RFQ) and Proposed Approach for**

**On-Call Accessibility Consulting Services**

**Q1. Would selection for this position preclude our opportunity to provide accessibility consulting services to design teams doing new construction or alterations for UW? If so, how would you handle distribution amongst selected Third Party consultants?**

**A1:** The intent of any resulting contract is for the accessibility consulting firm to serve as the UW's representative for project reviews, barrier identification and/removal, working with construction professionals during construction and providing the Owner with documentation on improvements. Selected/Awarded firms would be considered the UW's ADA design review and construction lead and cannot create a conflict of interest or sell services based on this role.

A firm performing on-call accessibility consulting services would NOT be precluded from participating on the design/construction teams for other UW projects, for which they were not given work authorization to represent the UW.

UWF considers the following, but not limited to, examples of conflict of interest:

- 1) An awarded consultant, solicits work from contractors/designers representing their expertise based on their role as the UW representative.
- 2) If a consultant firm is part of a UW project design team, they would not be able to provide on-call accessibility services representing the UW to the same project.
- 3) Similarly, a consultant who provides UW input into the development of any Design-Build solicitation or project documents/specification or Construction Documents for hard-bid work, subsequently cannot be added to the awarded designer and/or contractor's team.

UWF is considering adding a provision to the Consulting Agreement describing conflict of interest scenarios. If so, an addendum will be published. If UW has a pool of ADA consultants that all provide similar services (design and construction support), a rotating work authorization protocol will be established to ensure that each awarded consultant gets roughly the same amount of work.

**Q2:** Can you verify that we can just email our proposal to [uwfbuy@uw.edu](mailto:uwfbuy@uw.edu)?

**A2:** Yes, the response may be submitted in electronic format to [uwfbuy@uw.edu](mailto:uwfbuy@uw.edu). The electronic / PDF file should be organized and limited to the page count as noted in the RFQ. No printed copies are requested.

**Q3:** To whom is the SOQ addressed and where?

**A3:** Please address to the RFQ Coordinator as follows:

**Monica Acevedo-Soto**

Sr. Procurement & Sourcing Specialist

UW Facilities | Finance and Administration

[uwfbuy@uw.edu](mailto:uwfbuy@uw.edu)

**Q4:** The RFQ Criteria includes an "index," which usually means a list of topics and corresponding page numbers at the end of a document. Does UW want an index? Or does this mean Table of Contents?

**A4:** To correct this statement: rather than an index, we request a Table of Contents at the beginning of the document, listing each section of the submittal.

**Q5:** Under Staff Experience, the RFQ asks for "relevant professional certifications." Does UW want copies of all team members' professional licenses and other certifications?

**A5:** State of Washington architectural license numbers for each member may be listed next to their name. Copies of any additional relevant certifications (CASp or similar) should be included in the response.

**Q6:** Can you please clarify what is meant in the experience required described in point A: "Please describe your experience with responding to complaint responses and/or or corrective action related to Title II of the Americans with Disabilities Act (ADA)." Is this asking about complaints against our firm and/or permit correction notices or mitigation approaches to complaints projects we've worked on?

**A6:** This question requests respondents describe their experience and approach to assisting clients with corrective action or complaint responses. This is not a request regarding complaints about the responding firm.

**Q7:** Do sample reports included within the appendix count towards the page limit?

**Q8:** Since the cover letter is not scored does it count towards the page limit?

**A7 and A8:**

Sample report(s) and cover letters are not counted in the page limit.

**Q9:** Please confirm the only appendix items allowed are resumes and report examples as identified in the RFQ?

**A9:** Yes, this is correct. Staff resumes and sample reports are the only documents we expect as appendices.

**Q10:** May we provide our standard SOQ document which includes our resumes as well as other information like Client List, Project List by type, etc.?

**A10:** We do not recommend a standard document. In order for the proposal to be considered responsive, the RFQ specifies a proposal organized by the topics listed in the *Submittal Requirements and Evaluation Criteria* section, including answers to specific questions presented.

**Q11:** Is this RFQ only for Title II assignments?

**A11:** Title II would be the area of focus of this RFQ, since the UW is as a public institution.

**Q12:** What is the current back log on projects (number and budget) associated with complaints? What percentage of Title II issues are resolved by program changes instead of physical alterations?

**A12:** While support for overall campus accessibility planning and programming may be required during the term of any resulting contract, this RFQ is intended to seek consulting services for project-specific design and construction support. Information for related campus projects would be part of ongoing, comprehensive planning efforts.