

CONTRACT NOS. 4400003686, 4400003694, 4400003695, 4400003696, 4400003697, 4400003698, 4400003699, 4400003700, 4400003701, 4400003702, 4400003703, 4400003704, 4400003705, 4400003706 and 4400003707

RETAINER CONTRACTS FOR RIGHT OF WAY TITLE ABSTRACT AND TITLE UPDATE SERVICES FOR PROJECTS  
STATEWIDE

### QUESTIONS AND ANSWERS

Q1. Project Title: While the “Request for Qualifications for Right of Way and Related Services” did list the project numbers; I could not find a specific Project Title: Would the title be “Title Abstract and Title Update Services Consultant?”

A1. Yes, the project title is Title Abstract and Title Update Services.

Q2. Announcement Date: It appears that these will be future projects; therefore, what should be placed in 23-116 (2) Announcement Date? January 25, 2013?

A2. The date our advertisement was posted on the DOTD website, which is January 25, 2013.

Q3. Full Time Personnel on Firm’s Payroll: It does not appear that Form 23-116 has been updated to include Right of Way Title Abstract and Title Update Services. Are we to use “Right of Way Agent” to indicate the size of our firm?

A3. Yes, use Right of Way Agent for this.

Q4. In regards to Full Time Personnel and Sub-Consultants: All of our \_\_\_\_\_ work for the \_\_\_\_\_ as contractors who pay their own taxes. However, they are required to work full time for our firm when they are working on a project. Would this make them Sub-Consultants?

A4. Yes, this would make them Sub-Consultants if they are working on DOTD projects.

Q5. For No. 9a, is the Consultant Name to be \_\_\_\_ and \_\_\_\_ Services, LLC? What is the Work Element? What is to go under Fixed Percentage? We do not use any sub-consultants, so I assume that 9b would be not applicable for us. Any additional information you can provide would be greatly appreciated.

A5. The consultant name and address is the applicant’s name and address. The work element is the type of work you would be doing. Fixed percentage is the percentage of

work the named consultant would do for DOTD. Total has to add up to 100%. If there are no sub-consultants, insert N/A in each of the columns.

Q6. In the areas: Project title, Announcement Date & Project Number --- do I enter N/A?

A6. Project title would be the name of the services we are advertising for (see advertisement on DOTD website). Announcement date – Date advertisement is posted. Project number – Located at the top of first page of advertisement. All numbers must be listed.

Q7. In the area: Work Element & Fixed Percentage --- what exactly do I need to input there?

A7. Same as answer to Question 5 above.

The consultant name and address is the applicant's name and address. The work element is the type of work you would be doing. Fixed percentage is the percentage of work the named consultant would do for DOTD. Total has to add up to 100%. If there are no sub-consultants, insert N/A in each of the columns.

Q8. In the 11 area: In the cells do I put numbers or names? --- Requirements (as stated in advertisement) --- do I put 1 (since it's just myself or do I put my name?

A8. In cells put names, not numbers.

Requirements would be the name of the advertised service needed.  
Per Section 11 instructions – Identifying full time staff.

Q9. We are unsure how to complete Page 5. Do you have any instructions that you can forward me or an example of how Page 5 should be completed.

A9. Same as answer to Question 8 above.

In cells put names, not numbers.  
Requirements would be the name of the advertised service needed.  
Per Section 11 instructions – Identifying full time staff.

Q10. At the bottom of a few pages, you will see: \*For retainer contracts, list open task orders individually \*\* Fee, less sub-consultant's fees

Could you please explain this so we can answer this correctly?

A10. Current instructions for Sections 13 and 14 – List any and all current DOTD work being ur or your company including all sub-contractors.