



## Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · [www.mountainline.az.gov](http://www.mountainline.az.gov)

### Frequently Asked Questions RFP 2023-100, DCC Sustainability Commissioning Professional Services

Date July 13, 2022

Question 1: There does not seem to be a specific project noted. Is there a specific project?

Answer: This is relating to the Mountain Line Downtown Connection Center. See Addendum #1 to the RFP.

Question 2: Which contract form from the Mountain Line website will be used for this project?

Answer: The Professional Services Contract.

Question 3: Page 18, Section VI.F says “Index tabs may contain photographs if there is no other identifying information contained thereon with respect to the photographs. If any photographs are included and identifiable as to their respective project the index tabs will be counted as a page and included in the page count.” Are Index Tabs required? Can I include photographs in the relevant project pages if there is room?

Answer: Index tabs are not required, and photographs may be included in the relevant project pages if there is room.

Question 4: Page 9, Instruction 5.06 says “If the Respondent is a corporation or other legal entity, the Response must be signed in the legal name of the corporation followed by the name of the state of incorporation or organization”. Does this paragraph mean that on each of the attachment pages where we list our firm name, that must be followed by the state of incorporation?

Answer: No. The state of incorporation must only be included on the transmittal letter.

Question 5: In the attachment the key personnel information form says “this format must be used” – does that mean the layout as shown in Attachment 4, or just that we must include all of the information requested in the order requested?

Answer: The intent is that proposers should provide the information in the layout as provided.

Sincerely,

Heather Higgins  
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