

**Financial Capability Assessment and Modeling On-Call  
Consultant Qualifications Pre-Submittal Meeting**

**Tuesday, May 1, 2018  
8:30-11:00 am  
Seattle Municipal Tower  
49<sup>th</sup> Floor, 4901  
700 5<sup>th</sup> Ave, Seattle, WA**

**Questions and Answers**

**Q: How is the Inclusion Plan scored? Is the percentage listed part of the score?**

A: SPU is going to score the Inclusion Plan based upon the depth of the response. SPU evaluates if the Inclusion Plan describes meaningful work that matches the rest of the proposal. SPU is evaluating if the plan is thoughtful in that it integrates with the rest of the qualifications. The percentage is not scored based on how high or low it is but is considered as a component of whether the core work described is meaningful and aligns with the rest of the submittal package.

**Q: In the Inclusion Plan section of the Selection Criteria, what is meant by “good faith efforts?”**

A: Good faith effort means that the Inclusion Plan describes that some thought and planning was put into who you spoke with or contacted to participate. It means that for the qualifications, WMBE firms are given the same consideration as non-WMBE firms.

**Q: In the Selection Criteria, what is SPU's definition of page vs. sheet?**

A: One (1) double sided page = 2 pages or 1 sheet of paper printed on front and back. Two (2) double sided pages = 4 pages or 2 sheets of paper printed on front and back.

**Q: Do the resumes count toward the total page count?**

A: No and they are not scored as part of the selection criteria.

**Q: Are the Team Qualifications pages separate and distinct from the other sections?**

A: Yes, each section in the Selection Criteria describes its page requirements.

**Q: Is there a page limit on letter of interest?**

A: No. Typically, they are 2-pages. The letter of interest is not scored.

**Q: If a team member is serving more than one role on the team, does there need to a resume submitted for each role?**

A: No, one resume can be submitted per team member that serves multiple roles.

**Q: Are the dates in the Announcement of the successful respondents in the RFQ correct?**

A: Yes. If there are changes, SPU will communicate the changes to the dates in writing. All applicants who successfully respond will be notified by 5/29/18. Respondents selected for interviews will be notified by 5/29/18.

**Q: The limit on References in the Selection Criteria is 3?**

A: Yes, 3 is correct. References are not scored.

**Q: Inclusion Plan mentions that the WMBE firm must be registered with the City. How long does it take to register?**

A: If they are not registered with the City, they may self-register. Registration becomes effective within 24-48 hours. If firms have difficulty they may contact the Finance and Administrative Services (FAS) Department for assistance.

**Q: Will the selected consultant be required to present to City Council?**

A: This will be determined after the successful consultant is selected and scope of work is finalized.

**Q: What do you mean about present a Financial Capability Model?**

A: The Qualifications submitted should describe that the firm(s) have prepared a Financial Capability Assessment that has been presented by the firm(s) or developed a presentation for a Utility/Entity for presentation to EPA or other regulatory agencies.

**Q: Does it count if a firm or employee that is part of the team has developed financial capability assessment for a Utility of similar size?**

A: Yes.

**Q: Is the minimum qualification for experience in “financial capability assessment study and a rate-setting model for a water or wastewater utility for a municipality of similar size to Seattle” a firm requirement?**

A: Yes. Another way to submit is to be on a team that brings that experience. The list on Ebid will provide contacts for firms looking to submit as a Prime.