



Yuma County, Arizona  
DEPARTMENT OF DEVELOPMENT SERVICES  
2351 West 26<sup>th</sup> Street, Yuma, Arizona 85364  
Phone: (928) 817-5000  
Fax: (928) 817-5020

## LETTER OF INTEREST (LOI) Additional Information

TO: ALL Known Proposers, Consultants, and Other Interested Parties  
SUBJECT: Applications  
PROJECT: Consultants Register, dated April 17, 2018  
DATE: May 8, 2018

The following are answers to some frequently asked question regarding applications to the Consultants Register:

1. **Q:** We would like to receive the RFLOI package for the County Consultant Register. Can you please email it to us ASAP?

**A:** *There is no RFLOI package. Consultants need to assemble an LOI (Application) that consists of three main parts:*

- 1) *1-2 page summary statement of qualifications.*
- 2) *Architect-Engineer Qualifications Standard Form-330 (SF-330)*
- 3) *Necessary supporting documents such as resumes, performance reports, insurance certificate, financial reports, etc.*

*Be sure to include valid contact information so you can receive notification of future solicitation opportunities. Please email a pdf version of your LOI to: [sami.ayoub@yumacountyaz.gov](mailto:sami.ayoub@yumacountyaz.gov)  
Or you may mail your LOI to YC/DDS/Engineering/CIP, 2351 W 26<sup>th</sup> Street Yuma, AZ 85364*

2. **Q:** Is there a maximum page limit?

**A:** *Part-1: Summary Statement of Qualifications is limited to 1-2 pages, but the whole LOI has no max page limit.*

3. **Q:** Are physical hard copies required and, if so, how many are you requesting?

**A:** *Hard copies are not required. If submitted, 1 hard copy is sufficient.*

4. **Q:** The Yuma County LOI is asking for an SF 330. Is the County looking for both parts included in our submission - Part I, sections A through H and Part II?
- A:** *Yes, part 1 is based on YC typical Transportation & FCD projects. (You may refer to the CIP book published on the County website: <http://www.yumacountyaz.gov/government/county-administrator/office-of-management-and-budget/budgets-related-information/20XX-20XX-adopted-budget>)*
5. **Q:** Since there are SF 330 resumes, is Yuma County requiring additional resumes in our own format as “necessary supporting documents”?
- A:** *No, additional resumes are not required.*
6. **Q:** The LOI asks for Performance Reports. What is Yuma County looking for when asking for examples of “Performance Reports”?
- A:** *If consultant has a Total Quality Management program in place, these reports are produced internally by the consultant staff on a regular basis for completed projects. These reports can also be Client generated for completed projects.*
7. **Q:** Is there a maximum number of projects and staff that the County would like for each discipline area? Or 10 projects covering all disciplines?
- A:** *Two recent key projects clearly representing each discipline, being proposed for consideration, will suffice*
8. **Q:** SR 330 Part I, Section H asks for additional information? Is there anything specific the County would like us to add?
- A:** *No specific additional information is required. However, consultant may use this section to highlight specific matters that can improve the consultant’s chances of being selected for future contracted professional services with the County (i.e., Rewards & Recognitions, Awards, Copy Rights, Patents, Articles in well-known Publications, Memberships, Surveys, Special Advantages & Features, etc.).*
9. **Q:** Will the County be selecting the consultants that will be on this list or is everyone that submits included on the list?
- A:** *Submitted LOI (application) will be screened/prequalified and entered in the Register to compete for future professional service contracts in specific discipline(s). The County may direct-select a consultant from the Register, or may choose to invite all prequalified consultants in specific discipline(s) from the register to respond to an RFP. When cost of professional services are expected to exceed \$500k, the RFP/RFQ will be publically announced/published, and prequalified registrants are also notified.*

10. **Q:** LOI says that submissions will be reviewed the first week of each month. Will consultants be selected as they are submitted? And will this list be used to select consultants for your CIP projects for the upcoming new fiscal year?

**A:** *If the County elects to pursue a register based procurement for specific professional services, a Consultant or Consultants will be selected from the Register, using the direct-selection method or the competitive-selection method.*

11. **Q:** Because we are a General Contractor, we don't normally submit the A/E 330 form and therefore, do not have that information. We normally submit the AIA 305, which is the Contractor's Qualification Statement. Is it okay to submit this instead of the 330 Form?

**A:** *No, AIA 305 will not be considered. Yuma County is currently soliciting information from consultants that provide specific professional services.*

12. **Q:** Can you please send us the link where we can register our company?

**A:** *At this point in time, we do not have a link that you can use to register your company online.*

Please feel free to contact us if you have any questions regarding your application to the Consultants Register. We appreciate your continued interest in providing quality professional services to the Yuma County.

PREPARED & APPROVED BY

*Sami Ayoub*

Sami Ayoub, PE  
CIP Branch Manager  
Engineering & Flood Control Division  
Department of Development Services  
Yuma County  
2351 W 26<sup>th</sup> Street  
Yuma AZ 85364  
Direct (928) 817-5121  
Main (928) 817-5000  
Fax (928) 817-5109  
[sami.ayoub@yumacountyaz.gov](mailto:sami.ayoub@yumacountyaz.gov)