

Frequently Asked Questions (FAQ) for the Hydraulics Unit Project Advertisements List:

- 1. Why is the Hydraulics Unit advertising projects for competitive responses rather than just assigning out the project to a prequalified firm with a valid on-call contract with the Unit?**

Answer: Using the advertisement system the Unit is hoping to achieve several goals:

- Increase transparency as to the number and types of projects the Unit manages such that firms can better understand the needs of the Unit.
- Allow the Unit to learn more about the capabilities of a given firm, especially in service lines the Unit has not engaged a firm in before.
- By directly assigning out projects to a firm the Unit tends to put the firm in a position of having to say *Yes, we can help you with that project*, even when manpower availability is very limited. By advertising the project firms have the time to assess their availability and make an informed decision regarding what is best for all parties involved

- 2. What are the Hydraulics Unit's expectations with respect to the length and amount of detail a firm provides in the response form?**

Answer: The Unit does not want the response to be burdensome to a firm. So, our expectation is that the responses will be brief. The Unit primarily wants to know whether the firm can adequately resource the project with a quality team, and does the team have the availability to complete the project within the advertised schedule.

- 3. Will all projects managed by the Hydraulics Unit be advertised for competitive responses?**

Answer: No, most of the projects to be advertised will be ones with unique characteristics or "one-off" projects. Most projects to be advertised will be associated with the Highway Stormwater Program. Typical TIP production work such as drainage design will not likely be advertised during the initial pilot evaluation of the advertisement system.

- 4. Why is the Hydraulics Unit labeling this as a pilot advertisement system?**

Answer: The Unit will be collecting information regarding the "costs and benefits" of administering the advertisement system. If most of the industry opinion is that the system is too burdensome, or the Unit is not gaining the added value it anticipated then we may discontinue the system. However, if during the pilot period the system is working well for all parties involved then the system may become permanent.

5. Should the Letter of Interest Form (LOI) my firm submits contain cost estimates or manday estimates?

Answer: No, the completed form should NOT include any proposed fee information or manday estimates. This is stated in the Instructions section of the LOI Form.

6. Do I have to submit resumes for my proposed team members with the LOI Form?

Answer: While resumes are NOT required to be submitted with the LOI Form, attaching them for the proposed team members will assist in the selection process.

7. What if my firm is not prequalified under the applicable Hydraulics Work Code for the advertised project?

Answer: If your firm is not prequalified under the applicable work code, then your firm cannot be selected for the advertised project.

8. When I try to access the advertisement a dialog box appears asking me for a user name and password. Do I need an NCID or other credentials to view the advertisement?

Answer: No. Our IT Department has identified a bug with this website that affects user's ability to download Microsoft Office Files (e.g. Word, Excel) using Internet Explorer or Edge browsers. These two browsers trigger a dialog box to appear asking for authentication credentials. If you click the Cancel button (one or more times) the dialog box will disappear, and you can download the project advertisement and letter of interest form. The Chrome and Firefox browsers are not affected by the bug, so using one of these browsers may be preferred.

9. The advertisement indicates a due date for submitting the Letters of Interest. Is there a particular time on that date the LOI are due?

Answer: Letters of Interest should be submitted via email to the Unit contact person(s) specified in the advertisement by 11:59 pm of the due date.