

July 19, 2018  
City of Covington  
Engineering Services Pool  
2019-2022

### Questions and Answers

Q: There is no #11 in the Professional Service Form provided. Is this section missing?

A: This missing section 11 is a numbering error and can be disregarded.

Q: Do the sub-consultants also fill out the Professional Service Form OR do I just list them as sub-consultants?

A: The sub-consultants only need to submit a Professional Service Form if they are being used to meet the minimum requirements in Section 3.1 of the information packet. Surveying, geotechnical, and other services supplemental to typical municipal work do not need to include a Professional Service Form as these services are handled on an as-needed project specific basis.

Q: Do you require a submittal for each project type described in Section 2.0 Project Description or one submittal with examples of all?

A: A single submittal that includes examples of the project types in Section 2.0.

Q: The electronic copy is required. Is there a preference for a thumb drive or a CD?

A: No preference.