

State of Vermont
Contract Administration
Barre City Place
219 North Main Street, Suite 105
Montpelier VT 05633-5001
<http://vtrans.vermont.gov/>

Agency of Transportation
Finance & Administration

[phone] 802-622-1285
[fax] 802-479-5500

April 24, 2024

RFP ADDENDUM # 1

RE: Request for Proposals – Asset Management Consultant Services 2024

The Request for Proposals (RFP) for the above-mentioned services has been modified to allow additional time for responses:

Extension of Due Dates:

The RFP Due Date has been extended until Wednesday, May 15, 2024 prior to 2:00 p.m.

The Request for Proposals (RFP) for the above-mentioned services has been modified to clarify the RFP by addressing the following questions:

1. I know there's no promise of any work under an IDIQ, but do you have any expectations that there will be work awarded under this new contract?

A: Award of a contract does not guarantee payment of any or all the maximum amount.

2. Can you please confirm if this solicitation will make a single or multiple awards?

A: VTrans intends to award more than 1 contract.

3. Can you please provide the list of current incumbent contractors and awarded amounts since 2020?

A: Greenman-Pedersen, Inc.	\$326,782.72
Applied Pavement Technology, Inc.	\$0.00
Deighton Associates LTD.	\$297,096.53
WSP USA Inc.	\$0.00

4. Is there any way the payment provisions can be modified?

A: Yes. VTrans has revised Attachment B, Payment Provisions, attached hereto and made part hereof. We will include Firm Fixed Price as a payment provision option. Payment provisions for

each assignment will be determined at the work order level. Assignments will either require contractors to bid **Cost Plus Fixed Fee** OR **Firm Fixed Price** depending on if the assignment has a clear set of deliverables.

5. Is it acceptable to use a font size less than 12 for tables and/or graphics?

A: Yes.

6. How many awards will be given for this project? The third paragraph of the first page states “This RFP will result in a single award”, however Page 2 indicates a Multiple Award Anticipated.

A: Please see answer to question 2.

7. On RFP page 7 it mentions “Key personnel meet the Secretary of the Interior’s Professional Qualifications Standards as specified in 36 CFR Part 61 and possess additional professional certification(s) and licensing required for the Scope of Work.” Can you please confirm if this is required and if so, provide further guidance on how to meet this requirement?

A: This was an error. Please disregard this requirement.

8. Being that this is being issued through highway division, please clarify which assets are to be included in this scope? For example, are aviation and/or public rail included?

A: Aviation and/or rail assets may be included. Both asset classes are included in our VAMIS (Vermont Asset Management Information System) analyses, and our bridge inspectors cover rail bridges in addition to highway bridges. Rail and aviation assets may be addressed at a general level, but that specific expertise is not anticipated to be necessary.

9. Can we request an extension for 5 working days so we can present a detailed and complete offering please?

A: Yes. The due date for proposals has been extended to Wednesday, May 15, 2024.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contract Administration

cc: Contract Manager
Project File

ATTACHMENT B PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of the contract. Award of a contract does not guarantee payment of any or all the maximum amount.

All Services shall be invoiced according to the payment provisions listed below:

COST PLUS FIXED FEE:

Cost plus fixed fee assignments will be billed at actual costs with an indirect cost rate applied. The indirect cost rate effective at the time the labor & material costs occurred is the rate to be applied to calculate total costs. The indirect rates must be submitted annually, accepted by and kept on file by the VTrans Audit Section. All direct costs, including but not limited to direct labor, subcontractors, materials and other direct expenses, will be billed at cost.

It is the policy of the Vermont Agency of Transportation that reimbursement of meals and travel expenses, when applicable, for contractors, vendors, service providers, and grantees, including subgrantees and (sub)contractors, shall be determined by the terms set forth in Bulletin No. 3.5 – Procurement and Contracting Procedures. Travel expenses will be invoiced as separate line items, according to section 10.1.5.5 Reimbursable Travel Expenses, Item (b) of Bulletin 3.5. Verification of the expenses must be provided with the invoice and is subject to review by the AOT Audit Department. Federal Guidance will be followed whenever federal funding is involved.

The most current Bulletin 3.5 can be found here: <https://aoa.vermont.gov/bulletins/3point5>

The most recent GSA rates for meals and lodging can be found here: [Per Diem Rates | GSA](#)

The most recent GSA rate for mileage can be found here: [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates | GSA](#)

General information regarding the guidelines set forth in the Federal Acquisition Regulations can be found here: [52.216-7 Allowable Cost and Payment. | Acquisition.GOV](#)

Generally, meals during travel not requiring an overnight stay (e.g., mid-tour meals) are not reimbursable. The following outlines when a meal is allowable for reimbursement:

- Breakfast is allowable for reimbursement on the travel departure date that requires an overnight stay for a state work assignment or for travel on a state work assignment not requiring an overnight stay, if it is necessary for the Contractor to commence traveling more than 2 hours earlier than the start of their normally scheduled workday.
- Dinner is allowable for reimbursement on the return date from travel requiring an overnight stay on a state work assignment or for travel on a state work assignment not requiring an overnight stay, if the Contractor is unable to return to their residence or official work station at least 2 hours later than the end of their normally scheduled workday.
- Alcohol is never an allowable cost for meal reimbursement.

- Contractors authorized to participate in conferences, meetings, seminars, conventions, trainings, etc. (i.e., “conference-related meals”) shall be reimbursed for out-of-pocket meal expenses incurred without regard to location of the meal or maximum limits, provided the meal is a necessary part of the event and for which participants have no control over the cost of the meal.

- Subject to written approval, Contractors may provide food or allow meal reimbursement (subject to maximum limits) during emergency situations where key staff are required to remain on duty at their official work station, significantly beyond their normal work schedules, in order to maintain mission critical operations.

The fixed fee amount will be negotiated and finalized at the beginning of the assignment. The fixed fee will not fluctuate. The fixed fee can be billed at a percentage of completion for the entire assignment. The fixed fee will not be billed at 100% until all final reports, deliverables and other requirements are complete.

Subcontractor(s) invoices will include documentation to backup labor, materials and other direct costs stated on their invoices so VTrans has the ability to verify those expenses.

Additional documentation to backup any costs shall be made available to VTrans upon request. Requests may include timesheets, payroll stubs, or invoices from subcontractors who provided the services or materials required to meet the agreed upon service or product stated in the contract.

FIRM FIXED PRICE:

Firm fixed price assignments will be billed at the percent complete by deliverables at the time of billing and shall not be billed 100% until all final reports and requirements are complete and accepted by VTrans.

Invoices shall contain the deliverables, firm fixed price of each deliverable, amount billed to date by deliverable, current billing amount by deliverable, amount remaining by deliverable, total amount billed to date, total current amount billed and total amount remaining.

Firm fixed price assignments are inclusive of all expenses. All labor, materials, subcontractor services and direct and indirect expenses are included in the firm fixed price. Invoices for any of these items will not be accepted or processed.

Firm fixed price assignments will not exceed the agreed-upon price unless at VTrans sole discretion in which there is a significant change of scope to the service or product. The Project Manager and/or Contract Manager will negotiate the change with the Contractor. Once negotiations are complete the Project Manager and/or Contract Manager will submit written justification describing the change in scope and the revised firm fixed price. The change will be reflected in an amendment to the contract. No services or invoicing for the approved change will be provided until a fully signed amendment is in place.

Documents Requiring Signatures: If Contractor timesheets, daily work logs, inspection reports, expense sheets or any other documentation require signature for verification and attestation purposes, VTrans will require electronic signatures that include the date of signing. To have the most efficient process when it comes to invoices containing timesheets, verifiable authenticated electronic signatures of the Contractor’s Authorized Personnel can be provided on an invoice coversheet instead of each individual document as long as the coversheet includes the following attestation:

“Under the pains and penalties of perjury, the information contained in the documents attached to this invoice are correct and true to the best of my knowledge and belief for the periods indicated”.

If your Company policy is to sign each individual document and not a coversheet, we ask that each individual signature be a verifiable authenticated electronic signature with date of signature. We understand that this can be a time-consuming process, therefore if individual signatures are on each document but are not electronic, a cover sheet will be required. VTrans only requires the Authorized Contractor’s Personnel who are attesting to the accuracy of all the documents and associated invoice to have an electronic signature and date on the coversheet. Individual timesheets and expense reports can have the hard signature of the employee, but the overall attestation must be electronic. Inspection Reports or other reports that require a signature, must include the above attestation and electronic signatures of the authorized Inspector or person preparing the report.

Contained within Attachment A - Scope of Work, items requiring signature are identified and indicate who is required to sign. Electronic signatures and date will be required, as stated above, unless otherwise noted.

The coversheet must be on Contractor Letterhead and include the following information:

- Contract Number
- Work Authorization Number (if applicable)
- Invoice number
- Period of Performance
- Attestation
- Printed Name and Title of each authorized Signatory
- Electronic Signature and Date

Electronic Signatures that do not have the date or cannot be verified as original will not be accepted.

Work Authorization Process for Primary Contracts:

Work assignments will be awarded on a qualifications-based selection for services that are design and engineering in nature or on a best value based selection if not design and engineering in nature or if the funding is 100% State funds. This will be determined at the work order level depending on type of service and type of funding.

The bid that is the most qualified or provides the best value to VTrans may involve some negotiation regarding the classifications and estimated hours prior to award of the work assignment. If successful negotiations cannot be completed, VTrans reserves the right to move to the next most qualified or best value Contractor.

Qualifications will be based upon capacity, creative and technical solution, experience and past performance. Best value will take into consideration all of the items noted above for qualification-based selection. In addition, cost will be part of the consideration for best value selection.

The Work Authorization must accompany the invoice with all associated back-up to verify the charges.

All invoices that are related to a Work Authorization must be submitted electronically to aot.contractadministrators@vermont.gov

Invoice Preparation and Submittal:

Contractor shall submit detailed invoices itemizing all work performed during the invoice period, including the dates of service, hours of work performed, rates of pay, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. **All invoices shall have a unique invoice number and follow a consistent numbering process. Invoices submitted without a unique invoice number will be returned.**

When invoicing for subcontractor services, please attach a list of all approved subcontractors under this agreement for verification during invoice review and approval. This list will include any subcontractors named in your proposal and any additional subcontractors that have been added with the proper written approvals.

If additional information and guidance is provided as part of this contract, it is expected that invoices will be submitted according to those requirements.

Work required during weekends, holidays, or outside of the typical working hours, shall be entitled to a rate increase. Written approval must be obtained from the VTrans representative before overtime hours are utilized.

- **Cost Plus Fixed Fee Services/Agreements:** Cost increases will be identified as overtime costs on the invoice. The increase in cost is for labor only and does not apply to profit or indirect cost rates.

Should any information within the invoice submittal be missing or incorrect, processing may be delayed until a corrected invoice is provided and accepted by VTrans. VTrans Audit may select invoices to review for completeness, accuracy and compliance with contract terms.

The Contractor shall submit a monthly invoice to VTrans for services rendered to include work performed during the previous month (i.e., June 1 thru June 30). The Contractor shall submit an invoice within 30 days from the end of the timeframe covered.

The monthly invoice should show a detailed breakdown of materials, equipment and labor; including both direct and indirect expenses incurred by each Contractor or SubContractor project personnel during the invoice period. A separate invoice shall be submitted for each project. The monthly invoice package shall include the actual invoice, back-up documentation and a descriptive activity summary. Invoices shall be based on a calendar year and sequentially numbered, dated, and show the time period during which the services were performed and expenses incurred. The monthly invoice package should also include a summary of all projects assigned to the Contractor and include documentation of prior expenditures, current charges, and the amount of remaining contract funds.

The Contractor is required to submit a monthly progress report along with each project's invoice. The progress report should detail project accomplishments and report any problems encountered. The monthly progress report shall be submitted with the invoice to the e-mail address noted above. In addition, the monthly progress report shall be sent to the appropriate VTrans Project Manager. A copy of the associated invoice will be routed internally to the VTrans Project Manager once Contract Administration has reviewed for compliance and obtained any corrections necessary to approve for payment.

The Contractor shall include an estimated project completion percentage based on the actual work completed and not based solely on the ratio of expenditures (invoiced or received) divided by the project value. In addition, the Contractor shall document how they will address any challenges, problems or obstacles for future work activities.

Final details of the design and layout of the invoices and summary sheets can be managed by the Contractor and the Project Manager. However, the following required information shall be included on each invoice, for the Contractor and any SubContractors, as follows:

- Consultant Name and Address
- Consultant Contact Information
 - Primary Contact person including phone and e-mail information
 - Telephone & Telefax Numbers
- Project Name & Contract Number
- Contract Maximum Limiting Amount (MLA)
- Estimated Project Completion Date
- Invoice Date and Timeframe covered by Invoice
- Invoice Number (to be numbered sequentially)
- Current Invoice Total
- Total Invoiced to Date
- Summary of Contract Expenditures to Date
- Remaining Contract Amount
- Breakdown of Time, Materials, Equipment
- Graphical representation of actual burn down rate vs anticipated burn down rate
 - Straight Time Labor (number of hours, rate/hour)
 - Subtotal of Straight time
 - Overtime Labor – (number of hours, rate/hour)
 - Subtotal of Overtime
 - Subtotal of all Labor
- Breakdown of Expenses – total amount by employee per project
 - Mileage, meals, lodging, travel expenses
 - Subtotal of all expenses
- Signature of authorized Consultant firm official