

State of Vermont
Contract Administration
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**Agency of Transportation
Finance & Administration**

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March 18, 2020

RFP ADDENDUM # 1

RE: Request for Proposals – Railroad Engineering and Design Services 2020

The Request for Proposals (RFP) for the above-mentioned services has been modified to accommodate the current COVID-19 public safety initiatives:

Clarifications and Modifications:

Electronic Submittals:

All proposals shall be submitted electronically via an FTP site. In order to participate in the electronic submittal process, you must request a user account. Technical and Cost Proposals will be submitted to the AOT Contract Administration's site. The Financial Information will be submitted to the AOT Audit's site.

If you are interested in submitting a proposal, please send one e-mail request to: doreen.carminati@vermont.gov AND constantinos.stivaros@vermont.gov. Within the subject line of the e-mail please note "FTP Submittal Request for Railroad Engineering & Design Services 2020". This request should be sent as early as possible and no later than four (4) business days before the RFP due date.

Provide the following information:

Contact Name:
Contact E-mail:
Company Name:

You will receive an e-mail providing you with log-in and submittal guidance. You will have 2 separate user accounts, please be sure each is active and available for submittal prior to the deadline.

Extension of Due Date:

The RFP Due Date has been extended until Wednesday, April 1, 2020 prior to 2:00 pm.

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

1. Section G on page 5 indicates, “Provide at least six (6) projects that detail past performance for each activity proposed.” If a responder is interested in all 7 activities, it is assumed at a minimum 42 projects and hence 42 past performance and reference forms are required and these count towards the 60 page limit which is the maximum regardless of the number of activities a responder is interested in. Is this a correct assumption?

For past VTrans’ RFP’s, such as Structures and Roadway, that included a similar wide range of services, a total of 3 to 6 forms were required. Would VTrans consider requiring less forms for this RFP? Such as indicating “up to 6 projects”?

A: Page 5, Section G shall be modified to state, “Provide a maximum of six (6) projects for each activity proposed”

2. In Section G, the second paragraph appears to include an incomplete sentence. It states, “Proposer shall use the provided Past Performance and Reference Form. Each activity...”. Can the completed sentence be provided?

A: The sentence should read, “Each activity shall be tabbed separately within the past performance section”.

3. For Tab G. Past Performance – Can the proposer use their own format for the Past Performance and Reference Form? Proposer would not alter the content required (header, contractor, summary, project number, activity, description, company name, contact name, phone and email). For example: Having two projects per page with all the required information.

A: The RFP States, “Proposer shall use the provided Past Performance and Reference Form”.

4. May the submitter use any type size in excess of 12 points on covers and tabbed dividers as well as headings to separate sections within the document?

A: Yes

5. Are covers and tabs allowed to be larger than 8 ½ x 11?

A: Yes

6. On RFP page 5 of 109, under Section E. “Key Personal”, it states to “include two-page resumes for each individual.” Are two-page resumes required for non-key personnel or can non-key personnel have one-page resumes?

A: Include two-page resumes for key personnel. Non-key personnel may have one-page resumes.

7. On RFP page 5 of 109, under Section G. “Past Performance”, the second paragraph appears incomplete. Please provide the remaining language.

A: Please see answer provided under number 2 above.

8. On RFP pages 10 and 11, a listing of services anticipated under five of the seven activities is provided. Please describe/provide anticipated work assignments that may fall under the other two activities, “Engineering Assistance and/or Project Management” and “Facilities and/or Buildings”.

A: An example of Engineering Assistance would be to provide engineering assistance to a Rail and Aviation Bureau Project Manager in any one of the activities included in the RFP. An example of Project Management may be for a CONTRACTOR to be a project manager for the Rail and Aviation Bureau. Note, these are examples only and may include other tasks as deemed necessary by the State.

9. On RFP page 18 of 109, Section VIII C, there is a requirement for the Contractor to employ a Quality Control Plan (QCP). Should the consultants provide a copy, or overview, of their quality control plan with this proposal?

A: Although not required, you may provide an overview within the technical capability / approach section of the proposal.

10. Due to recent public health initiatives, many offices and industry workers are working remotely from their home and have limited access to printing/binding supplies. Due to the timing of this RFP, would VTrans allow the proposal packages to be submitted electronically only (i.e.: emailed) without supporting thumb drives and hardcopy prints?

A: Please see Clarifications and Modification provided at the beginning of this document regarding electronic submittals.

11. Under the ‘Proposal Substantive Content’ section of the RFP, both items B and G seem to require their own tabs for each applicable activity in addition to having an overall tabbed submission. Is it correct to assume that if a firm is seeking award under all seven (7) activities that a compliant submission should have tabs for not only sections A-G, but also B1-B7 and G1-G7?

a. If yes, can you confirm that these sub-section tabs (B1-B7 + G1-G7, specifically) do not count towards the 60-page limit?

A: Yes, please provide individual activity tabs in sections B and G for each activity you intend to propose on. The sub-section tabs do not count toward the page limit.

12. In light of closures and anticipated changes to Coronavirus response protocols, would VTrans be willing to accept only digital submittals and forego print requirements for both the technical and financial components of the response?

A: Please see Clarifications and Modification provided at the beginning of this document regarding electronic submittals.

13. Surveying: Performance of surveys is not specifically mentioned in any of the seven activities listed on Pages 10-11 of the RFP. Will surveying be the responsibility of VTrans or is this task implied and embedded in each of the seven activities?

A: Surveying may be implied and embedded in each of the seven activities included in this RFP. If so, it will be included in the WOR Scope of Work prior to a Work Order Authorization.

14. Facilities and/or Buildings activity: Would this activity include design of cargo facilities such as truck/rail transload; intermodal container transload; automotive terminals; & railroad maintenance facilities such as engine houses & car shops; and passenger facilities such as passenger platform and station buildings?

A: An example of Facilities and/or Buildings would be the design of a fencing project, architectural services, ADA compliance and/or anything else deemed necessary by the State.

15. Geotechnical analysis in the context of Slope Stabilization, Rehabilitation, or Maintenance Activity: Reference Page 12, Section II VTrans Plan Development Process, b. Project Design, i. Subsurface Investigations, we want to confirm our understanding that although the VTrans Construction & Materials Bureau (or their Contractor) generally will perform the geotechnical investigations, we as CONTRACTOR should be prepared to do so, if requested, under the supervision of the VTrans Project Manager and the Construction & Materials Bureau.

A: Yes.

16. In light of the current health threat and potential travel restrictions, would you please consider allowing the proposal to be submitted as a PDF via email? We were planning to hand-deliver the package from our NH office.

A: Please see Clarifications and Modification provided at the beginning of this document regarding electronic submittals.

17. Can the same project and reference be presented for multiple activities, where applicable?

A: Yes, if it relates to each activity.

18. Page 5 of the RFP, under G. Past Performance: The sentence “Proposer shall use the provided Past Performance and Reference form.” Is followed by “Each activity”. Should this sentence be completed?

A: Please see answer provided under number 2 above.

19. What is the contract number? The Certification of Consultant form (pg. 93) has a field at the top for State Contract No., but I don’t see a contract number indicated in the RFP.

A: A contract number will be provided should the Contractor be selected for award. You may utilize the RFP Name “Railroad Engineering & Design Services 2020”.

20. Form CA-91, Debarment and Non-Collusion Affidavit (pg. 97), has fields for Project Number and Project Location. How are these to be completed?

A: Please indicate the RFP Name “Railroad Engineering & Design Services 2020” for the Project Name. Indicate N/A for project number and location.

21. The Worker Classification Compliance Requirement (pg. 100-101) has fields for Attachment and RFP/Project Name and Number. How are these to be completed?

A: Please leave the attachment field blank. Please indicate the RFP Name “Railroad Engineering & Design Services 2020” for the Project Name. Indicate N/A for the project number.

22. With the evolving COVID-19 situation and its impact on employees being able to work in groups or more importantly from their offices were proposal production will occur, is VTrans considering extending the deadline for this submittal?

A: Please see Clarifications and Modification provided at the beginning of this document regarding the due date extension.

23. If the response to the question above is no, then as you are aware the **Technical Proposal Format and Content** Section of the RFP states that consultants are to, “*Submit one (1) envelope or package containing 1 CD, DVD, or thumb drive holding an electronic copy of the proposal and six (6) bound printed copies of the proposal.*” Given the current COVID-19 situation as noted above and the fact that we have received guidance from multiple VTrans PMs stating no visitors are allowed at Barre City Place, is the Agency still requesting printed copies of the proposal at this time or will electronic copies be allowed to be submitted via a file sharing site?

A: Please see Clarifications and Modifications provided at the beginning of this document regarding electronic submittals.

24. In light of some recent scheduling and work location transition challenges we are experiencing relating to the COVID 19 pandemic, would the agency consider an extension on the due date for the Railroad Engineering & Design Services 2020 RFP?

A: Please see Clarifications and Modifications provided at the beginning of this document regarding the due date extension.

Sincerely,

Doreen L. Carminati

Doreen L. Carminati
Administrative Services Manager III

cc: Contract Manager
Project File