



State of Vermont
Contract Administration
One National Life Drive
Montpelier VT 05633-5001
<http://vtrans.vermont.gov/>

**Agency of Transportation
Finance & Administration**
[phone] 802-828-2641
[fax] 802-828-5545

RFP CHANGE #1
October 31, 2017

Re: Request for Proposal – **Indefinite Delivery/Indefinite Quantity**

The Request for Proposal (RFP) for the above referenced matter has been modified to clarify the RFP by addressing the following questions:

1. The title of the Sample Contract has been corrected to read: **For Indefinite Delivery/Indefinite Quantity Preventive Maintenance Services.**
2. Attachment A - Scope of Work for Paving has been updated as highlighted on the document.
3. Attachment A - Scope of Work for Surface Treatments has been updated as highlighted on the document.

Contractor Question and Answers:

1. Question: Attachment B-6 question 9 reads "How will you use innovative scheduling procedures that contractor has used on a past project? Maybe it is how it is worded, but I am not quite sure what is being asked. Do you want to know how we will currently use scheduling we have used in the past?"

Answer: Yes, please provide any innovative procedures you have utilized on past projects that may be considered on future projects.

2. Question: What are you looking for with the Consultant and Sub-Consultants info? Is this for consultants we use outside of house?

Answer: Yes, this is for consultants and sub-consultants that are not part of your company.

3. Question: I know that now rut fill is part of paving. But I do not see any breakout for rut fill. Is there a separate drop down form?

Answer: No, rut fill is inclusive of the entire scope of paving and not a sub-category within paving.

4. Question: If we are interested in rut fill do I need to fill out any extra paper work, i.e. B4/5/6 for rut fill alone I still cannot figure out how this works?

Answer: There is no additional paperwork to complete for rut fill, it is included as the entire scope of rut fill and not a sub-category.

5. Question: We produced a booklet 3 years ago or so for marketing the rut fill process. It explains everything quite well. I am not sure if it is 20 pages or not and I do not think it is 12 font. But could I send it along?

Answer: You can provide additional documentation up to 20 pages or you can include the booklet as a reference without providing the entire booklet.

6. Question: I cannot save the forms. This may be a Macintosh issue, but in the past I was able to download and save the MRAs. The new IDIQ I cannot save. Any suggestions?

Answer: Perhaps use the "Save As" function? We are unable to offer advice for your computer and program systems.

7. Question: Looking over the packet I see there are a few new forms in Attachment O, there is the Certificate portion now: Question is more geared toward the Subs and Subs form, Do we leave this blank for now (the Compliance form we use to fill out the bottom half and leave the subs blank? Until we had a job over \$250,000) – **OR DO we have to guess what subs we are going to be Using and get them all to sign these forms at this time and submit with the packet?**

Answer: It is understood that subs may vary greatly from one task to another. Please list your most regularly used subs, if applicable, otherwise this can be left blank until a project specific task is awarded.

8. Question: How are we supposed to fill out the sub-contractor form when we don't even know who are sub-contractors might be?

Answer: It is understood that subs may vary greatly from one task to another. Please list your most regularly used subs, if applicable, otherwise this can be left blank until a project specific task is awarded.

9. Question: The directions say to submit 10 copies of each proposal in a sealed envelope- does this mean we make 4 sets of ten copies each for the work type (Bridge Repair, Large Culvert Repair, Roadway Repair, ROW Clearing)?

Answer: Yes.

10. Question: Do we do 4 sets of 10 copies of the Debarment and Non-Collusion, EEO Certification, etc., seal then and mark them with the work type?

Answer: Yes.

11. Question: I understand that each contractor will be graded on their submitted proposals. Will the Contractor get the results of the grading? Or will it be an approved or disapproved grade. If a contractor were to receive a disapproved grade, then it would be helpful to know the area in which the grade was low for their next resubmittal.

Answer: Scoring becomes a matter of public record and can be requested via the Vermont Access to Public Records statute (1 V.S.A. §§ 315-320), after the execution of awarded contracts. A debriefing may also be requested.

12. Question: Do we have to answer specifically on the B series attachments or can we substitute so long as the information requested is there? For example, on B-2 Key Personnel Resume Form, can I provide copies of resumes vs. completing a B-2 form for each?

Answer: Yes, it is required to answer all questions on the B attachments provided.

12. Question: The IDIQ requires a size 12 font. The PDF form fill forms are not formatted in a size 12 font in every form-fill area and editing the formatting is not an option.

Answer: The font size in the pdf form will vary to allow maximum response, do not be concerned with a 12 font on the fillable forms.

13. Question: Will the response still be responsive if we use the VTrans PDF form-fill forms as formatted?

Answer: Yes.

14. Question: I am in the process of filling out the IDIQ001 RFP for Roadway Repair's and see that the font size is required to in 12. I do not see where you can change the font size and not knowing what font size it is typing, as each line highlighted to fill out comes out different sizes. I have tried right clicking (which usually works) but not in this case. Can you guide me through getting the correct font size?

Answer: See answers for Questions 12 and 13.

15. Question: As I understand it the font size has to be 12 point. When I filled in Education the font was much bigger. How do I reduce it to 12 point?

Answer: See answers for Questions 12 and 13.

16. Question: The IDIQ states that Bonding may be a requirement on some task orders specifically (Page 3 for Federal Aid Projects for Labor and Materials and for Compliance for over \$100K and on Page 46 for Compliance Bonds for sums greater than \$100K). It references 19 V.S.A. § 10(9) which is pertinent to "construction of a transportation improvement". I understand how this pertains to most of the IDIQ subcategories. However, for the "ROW Right of Way" category, generally the Tree Care industry does not require or carry bonding. In current Federal Projects for Tree Mulching etc, the Federal Government does not require bonding for this type of work as the purposes for which bonding is typically required do not pertain. On the IDIQ application forms, Bonding information is requested. Can ROW Right of Way category respondents indicate "Bonding is not applicable to Right of Way Clearing" in their IDIQ response? Or will they be required to identify a Company, Agent, and Limit to be considered for an IDIQ?

Answer: ROW Clearing is not currently considered construction and therefore will not require bonding.

17. Question: RFP CHANGE #1 LETTER: The fourth item listed under the RFP related documents is RFP Change #1 Letter. The document is not hyperlinked. Is there a RFP Change #1 Letter that should be accessible other than the 2 revised Scopes of Work listed below it?

Answer: This is the intended Letter outlining the RFP revisions and questions.

18. Question: On the website under the “Required Forms” are we filling out and submitting forms CA-91 thru Consultant and Sub-Consultants Information? The following questions pertain to these pages.

- a. For form CA-91 what is going under “Project Name” if this needs to be filled out and submitted with packet?
- b. On the form, VERMONT AGENCY OF TRANSPORTATION CERTIFICATE VERIFYING WORKERS’ COMPENSATION COVERAGE (PRIME CONTRACTOR) what are we placing under the “VTrans Project” line and is this the only portion we fill out?
- c. On the form, VERMONT AGENCY OF TRANSPORTATION CERTIFICATE VERIFYING WORKERS’ COMPENSATION COVERAGE (SUBCONTRACTORS AND SUBCONTRACTORS’ SUBCONTRACTORS) is this left blank or is it filled out with frequent subs?
- d. For page Consultant and Sub-Consultants Information, are we filling out just our company and not subs?
- e. On the WORKER CLASSIFICATION COMPLIANCE REQUIREMENT Self Reporting Form 1 of 2 there isn’t enough room for our company to fit in the space provided for “Name of Company”, is this going to be ok when we submit it? With this same form in the upper right-hand corner under RFP/PROJECT NAME & NUMBER: what are we placing here for project name?

- Answer:**
- a. Enter the IDIQ Activity name (scope title).**
 - b. Enter the IDIQ Activity name (scope title).**
 - c. It is understood that subs may vary greatly from one task to another. Please list your most regularly used subs, if applicable, otherwise this can be left blank until a project specific task is awarded.**
 - d. Fill out your company information and most regularly used subs.**
 - e. Make a Note in the lined area below for your full company name. Use the IDIQ name of the activity (scope name)**

19. Question: Does the Certificate Verifying Workers’ Compensation Coverage (Prime Contractor) and the Certificate Verifying Workers’ Compensation (Subcontractors’) need to be completed and submitted with the bid?

Answer: Yes.

20. Question: We have previously been approved for Rock & Slope Stabilization. Will there be any sort of application or qualifications for this category?

Answer: Rock and Slope Stabilization will be handled on an individual basis as the need arises. This may or may not change in the future.

21. Question: It appears that there is no rate sheet. Is all pricing to be submitted for each individual project?

Answer: Yes.

22. Question: Has your department ever considered accepting this state prequalification for the Cat II contracts, and only requiring your application from contractors who are not already state approved? Seems it would substantially reduce the work load on both sides.

Answer: We are continuously looking for ways to simplify or improve upon our processes. Thank you for your suggestion.

23. Question: The workmen comp certificates...I am guessing that we would not fill them out unless we happen to actually win a bid?

Answer: They must be submitted with your proposal for the proposal to be considered valid. Once under contract, they must also be resubmitted anytime a company submits a bid for a task in excess of \$250,000.

24. Question: Is it safe to assume that the "project name" for the non-collusion form is "2017 IDIQ" and that project # and Highway name are irrelevant?

Answer: Yes.

25. Question: When completing the RFP – IDIQ001 and there isn't enough space to provided requested information can we say "See Attachment" and add an attachment?

Answer: Yes, please use attach additional pages as needed to complete the proposal. The additional page amount is capped at 20.

26. Question: Rate Sheets were part of the 2017 RFP package, are they in the 2018 set?

Answer: No, there are no rate sheets in IDIQ.