

February 28, 2019

RFP ADDENDUM # 1

RE: Request for Proposals – Materials Testing and Fabrication Inspection Services 2019

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

1. There seems to be multiple services requested here. Can a firm bid for only one of the services? (ie Precast/ prestress concrete fabrication QA only).

A: Yes.

2. We have one question regarding the Materials Testing & Fabrication Inspection Services RFP, can you provide a list of the firms who were selected during the last RFP advertisement who currently hold contracts?

A: Current Primary Contract Holders for the Materials Testing & Fabrication Inspection Services 2016 solicitation is as follows:

- **Advance Testing Co., Inc**
- **HRV Conformance Verification Associates, Inc.**
- **John Turner Consulting**
- **Terracon Consultants, Inc.**

3. Do the affidavits regarding personnel certifications need to be submitted with proposal or after award prior to performing work?

A: The affidavits should be provided with your proposal submittal. The affidavits should be placed after the resume of the associated key personnel. The affidavits will not count toward your page limit.

4. Should proposal responses have tabs labels A-H? Or be structured as indicated on RFP pages 8-9?

A: Please label the tabs with the actual content, such as Cover Letter, Technical Approach, Business and Management Structure, Organizational Chart, Key Personnel, Subcontracts, Past Performance (Past Performance and Reference Forms), Price/Cost (Hourly Classification Rate Schedule/Cost Proposal) and lastly Required Documents (items 1, 2, 3, 5 and 6).

5. Please confirm the mailing address for express delivery. The RFP states that respondents should use the zip code 05601. What street address should be used?

A: Express Deliveries should be sent to:

**State of Vermont/Agency of Transportation
Contract Administration
One National Life Drive
Montpelier VT 05601**

6. Are the following required to be submitted as part of the Consultant Financial Information (Cost Proposal) envelope, please confirm.

- a. Appendix A, Hourly Classification/Inspector Type Rate Schedule
- b. A breakdown of rates, per classification that includes information identified in the RFP example found on page 7
- c. AASHTO ICQ (if required)

A: The fully burdened classification rates are to be entered into the Fillable PDF – Appendix A provided in the RFP. This will be the Price/Cost section in your proposal. There is not a separate envelop for the Cost Proposal. The Financial Information is to be provided in a separate sealed envelope and it will contain the Break Down of Rates as outlined on Page 7 of the RFP and the Financial Documentation (AASHTO ICQ) if you do not have current information on file with our Audit Department.

7. Are phone numbers and email addresses required on the org chart?

A: Yes.

8. With regard to resumes, please clarify the following:

- a. Are consultants required to submit copies of certifications or special licensing of key personnel? Or is having that information listed on the resume sufficient?
- b. In the scope of work, consultants are asked to furnish VTrans with an affidavit certifying that the Inspector(s) meet the requirements of this contract. Does this affidavit need to be submitted with the proposal response? Or prior to work assignments?
- c. Does the font on resumes need to be 12 point also?

A: Item a – Having the certifications and special licensing on the resume is sufficient, however see the answer to question number three (3) above for affidavit information.

9. Does the Contractor and Sub-Contractor information form count towards the page limit? On RFP page 5, Section F, Subcontracts it states that “This section DOES NOT count toward the page limit indicated above”. But on RFP page 6, under “Required Certifications/Documents” it’s indicated that the form (Section 6) does count.

A: The Contractor and Sub-Contractor Information Form DOES NOT count toward the page limit.

10. Do the Past Performance and Reference Forms count toward the page limit? On RFP pages 5-6, Section G, Past Performance it indicates that the forms do count toward the page limits. But on RFP page 6, under “Required Certifications/Documents” it is indicated that the forms (Section 1-5 and 7) do not count.

A: Item 4 – Past Performance and Reference Forms do count toward the page limit.

11. **Section G, Past Performance** on pages 5 and 6 of 97 indicates that the **Past Performance and Reference Forms** are to be used to provide 3 examples of relevant past performance and that the pages **WILL COUNT** toward the 20-page proposal limit.

On page 6 of 97 under Required Certifications/Documents: it states that **Sections 1-5 and 7 DOES NOT** count toward the 20-page limit (**Past Performance and Reference Form** is shown as #4 in the 1-7 list).

As these two statements appear to contradict each other, please clarify as to whether the 3 Past Performance and Reference Forms to be used in proposal Section G WILL or WILL NOT count toward the 20 pages.

A: Please see response to Questions number nine (9) and ten (10) above.

12. With respect to the three areas presented in the scope of services: A) Precast/Prestressed fabrication Inspection; B), Hot-Mix and PCC Inspection and Testing; and C), Materials Laboratory Personnel Services, can a Consultant elect to submit a proposal response that only expresses interest in performing one or two of the three services or must the proposal response address the ability to perform all three services to be considered responsive?

A: Please see response to Question number one (1) above. You may propose for one, some or all the services requested.

13. Could you please confirm VAOT's formula for calculating the fully loaded / burdened rates (inclusive of inspector rate, overhead, profit, and multiplier?)

A: The formula is explained in the RFP on page seven (7) under Consultant Financial Information. The direct rate is the actual rate paid to the classification (or an average see item #4 under breakdown of rates). The overhead rate is the accepted rate on file with our Audit Department and is used to mark up the direct rate by the accepted overhead percentage. The profit is capped at 10% and is calculated by adding the direct rate and the overhead rate multiplied by 10% or whatever profit rate you chose that is equal or less than 10%. The total is the direct rate plus the overhead rate plus the profit which is considered the fully burdened rate. The overtime premium, assuming time and a half, is calculated by multiplying the direct labor by 150%.

14. Does the Cover, TOC, and Dividers count towards the page limit?

A: The Cover DOES NOT count toward the page limit; however, the cover letter does count toward the page limit. The Table of Contents and Dividers DO NOT count toward the page limit.

Sincerely,



Doreen L. Carminati
Administrative Services Manager III

cc: Contract Manager
Project File