

February 12, 2020

RFP ADDENDUM # 3

RE: Request for Proposals – Roadway & Traffic Engineering Services 2020

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

1. On page 12 under Section E. Specialty Services, there is a statement that “A specialist may be required to work on a full or part time basis, stationed in Montpelier, Vermont.” Will CONTRACTOR’s be given the option to provide a full or part time specialist by choosing to respond to a second-tier selection based on pre-qualified project categories assuming they were determined qualified to provide them when selected for the primary contract? Is it mandatory to commit personnel to perform these specialists in advance of being selected for this primary contract? Who decides whether full or part time specialist are needed?
A: It is not a requirement of this RFP to identify and commit specific personnel for specialty services. The inclusion of this section is intended to inform proposers of the potential for specialty services work authorizations. The need for these types of services would be determined by VTrans on a project by project basis, and assignments would be made in accordance with the description provided in Attachment A – Work Authorization (pages 19 and 20). Contractors will have the option within the work authorization process whether they want to respond to Specialty Services work order requests. Please note that “Montpelier” should be replaced with “Barre.”
2. On page 13 under Section F. Project Administration there is a statement that “the CONTRACTOR Project Administrator shall report to the VTrans headquarters located in Barre, Vermont a minimum of one day a week.” Does each RFP respondent need to provide someone to fulfill the CONTRACTOR Project Administrator services in advance of being selected for this primary contract? Or, will CONTRACTOR’s be given the option to perform only CONTRACTOR design services as stated in the first paragraph of Section F. by choosing to respond to a second-tier selection based on pre-qualified project categories when a CONTRACTOR Project Administrator’s services are needed?
A: It is not a requirement of this RFP to identify and commit specific personnel for potential CONTRACTOR Project Administrator work authorizations. The need for these types of services would be determined by VTrans on a project by project basis, and assignments would be made in accordance with the description provided in Attachment A – Work Authorization (pages 19 and 20). Contractors will have the option within the work authorization process whether they want to respond to Project Administration work order requests.

3. Section IX. ADMINISTRATIVE REQUIREMENTS B. Contractor Project Administration also refers to a CONTRACTOR Project Administrator. By definition that role anticipated it appears to be different than a CONTRACTOR Project Administrator referenced on Page 13 Section F. Project Administration. Can you clarify what the specific intention are for each of these specific sections. Was a different title was intended for each of these roles?

A: The CONTRACTOR Project Administrator referenced in Section IX refers to a CONTRACTOR employee that will be defined for each work authorizations and is responsible for maintaining the project on schedule, within budget and within the approved scope of work. This individual would serve as the primary contact with the associated VTrans Project Manager. The CONTRACTOR Project Administer reference on Page 13 is a potential type of work authorization, where a CONTRACTOR would assume many of the duties, and fill the role, of a VTrans Project Manager.

4. The past performance and reference form states that it wants a contractor to “provide a summary of six (6) recent projects you provided services for that are in line with the Scope of Work for this RFP.” Can we interpret a “project” to correspond to an on-call agreement or term agreement for an agency or department?

A: VTrans is seeking information on specific projects, please refer to Section G (page 5) of the RFP for additional information.

5. Please provide an explanation of what information should be provided for the “Cost Proposal” referenced on Page 3 of the RFP under the heading “Required Shipping Information”.

A: No cost proposal is requested at this time.

6. Please describe what “project inspection” entails when referenced within the paragraph under Section D. Construction on Page 12 of the RFP.

A: Project inspection is intended to represent potential construction inspection services. The inclusion of this section is intended to inform proposers of the potential for construction related work authorizations. The need for these types of services, and project inspection, in particular would be determined by VTrans on a project by project basis, and assignments would be made in accordance with the description provided in Attachment A – Work Authorization (pages 19 and 20).

7. In Section G in the Technical Proposal, it states that the consultant needs to provide a minimum of 6 projects that detail past performance. Is there a maximum number allowed?

A: The Agency requires at least six (6) projects. You may submit as many projects as you would like considering the page limitations for the RFP.

8. Page 3 references submitting three envelopes - 1) Technical Proposal, 2) Cost Proposal, and 3) Financial Information. Pages 4-6 only refer to a Technical Proposal and Financial Information. Are there requirements for a Cost Proposal?

A: There is no cost proposal requested at this time.

9. On page 3 of the RFP under the Proposal Instructions, there is reference to a Cost Proposal, but there is no reference to it elsewhere. Please advise if the consultant needs to include a Cost Proposal, and if so, what the requirements of said proposal are.

A: Please see information provided in the answer to question # 6 above.

10. Page 3 of the RFP references submittal of a Cost Proposal, however there is no further explanation of what should be included in the Cost Proposal. In past solicitations, this has consisted of providing hourly rates by classification. Is that what should be submitted for this proposal effort as well? Please clarify.

A: Please see information provided in the answer to question # 6 above.

11. Do covers and tabbed page dividers count toward any page counts?

A: No.

12. If all of the Contractor Financial Information is already on file with VTrans and, as noted in the RFP, the Contractor is not required to resubmit, is there a statement required to be made or does the lack of this envelope submission indicate that this material is on-file already?

A: There is no statement required. Current financial information will be verified if the Contractor is selected for award.

13. Are subconsultants required to submit the same required certifications/ documents referenced on page 6 of the RFP as the prime consultant?

A: No. The requirements are for the prime only.

14. Is it necessary for subconsultants to fill out the following forms?

- a. Certification Regarding Lobbying
- b. Contractor's EEO Certification Form
- c. Debarment and Non-Collusion Affidavit

A: No. Please see information provided in the answer to question # 11 above.

Sincerely,

Doreen L. Carminati
Administrative Services Manager III

cc: Contract Manager
Project File