

December 21, 2018

RFP CHANGE #2

RE: Request for Proposals – Structures Engineering 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. May the consultant provide supplementary past performance information behind the Past Performance tab in excess of the three (3) Past Performance & Reference Forms required by the RFP?

A: Yes, however the past performance information does count toward the 20-page limit.

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

A: Yes.

3. Under the Business and Management Structure section the RFP states, it states that you want a list by name and title of management personnel. Should this reflect the entire organization, or just the management personnel directly involved with this contract?

A: The RFP indicates to provide a list by name and title of management personnel. Indicate which management personnel will be responsible for the delivery of services under the contract. In the case of international or national firms, please provide all the management personnel in the local office, and identify those that will be responsible for the delivery of services under the contract.

4. Under the Organizational Chart section, the RFP states that you want a current list of employees with their phone numbers and email addresses. Are you looking for employees from the entire organization, or just those listed on the organizational chart for this contract?

A: The RFP indicates to provide a one-page organizational chart of the Consultant's team. In the case of international or national firms, please provide an organizational chart of the local office that will be responsible for the delivery of services under the contract.

5. The Past Performance and reference forms appear both in Section H. Past Performance, and again under Required Certifications/Documents. Please confirm that you would like us to submit this information only once in the entirety of the proposal

A: Please submit the information only once.

6. Given there are sections that do not count towards the page count, should we number and keep sections in the order listed in the RFP?

A: It is preferred that you keep the sections in the order listed in the RFP.

7. On the Past Performance Form, does the contractor refer to the Consultant, and the contact refer to the reference?

A: Yes, The Contractor is also the Consultant, they are interchangeable. The contact is the person providing the reference for the past performance.

8. Given the 20-page limit and the information requested, it realistically leaves 2 to 3 pages remaining for the quality control plan. This suggests a quality control plan outline could be provided. Is that the intent of the RFP?

A: The intent is to have you describe the plan, how it is administered and who will be managing and ensuring that the plan is followed.

9. When and where will answers to questions be posted?

A: As stated in the RFP any modifications including VTrans' responses to questions and request for clarification, such modification shall be posted to the VTrans Contract Administration Website.

10. Page 4, Section E of the Proposal Substantive Content section (Key Personnel) requests two-page resumes for all individuals who will provide services. Are 2-page resumes required for all support staff who are not considered key personnel (i.e. Engineers who would provide support on specific technical tasks, Engineers in other disciplines, Administrative Assistants, CADD technicians, etc.)?

A: The RFP indicates all personnel who will be assigned to provide professional services under this contract. If they will be providing any professional services under this contract, their resume should be included. You may include 1-page resumes for non-essential personnel.

11. Under Item D. Organizational Chart, it asks for “The official address of your organization, contact information including a list of current employees, phone numbers and e-mail addresses. Would you like this information in table format, separate from the organizational chart? Also, do you want a list of ALL current employees, or only those who are anticipated to work on projects under this agreement?”

A: Please see the answer to Question # 4 above. You can provide the contact information within the box of each individual within the Organizational Chart or you may list the contact information in a separate table, however the table must be on the same page as the Organizational Chart.

12. Page 6, Item 2 references a “Debarment and Non-Collusion Affidavit” (Form CA-91). This does not appear to be attached.

A: The Form is attached to this RFP Change # 2. Please look to the end of this document.

13. Per RFP page 4 of 99, Section D. Organizational Chart, does VTrans want to see both the organization chart and contract information (including the list of current employees) on one page? If so, could an 11x17-size sheet be used to legibly include all the required information?

A: Please see the answer to Question # 4 and # 11 above. Yes, an 11x17 sheet may be used and should be folded into an 8/12 x 11 sheet to fit within the submitted proposal.

14. Form CA-91, the Debarment and Non-Collusion Affidavit, does not seem to be appended to the RFP. Can this be provided?

A: Please see the answer to Question # 12 above.

15. Please clarify the difference between the requirements set in Section H. Past Performance (RFP page 5 of 99) and bullet 6 under the “Required Certifications/Documents” (RFP page 6 of 99). It appears the requirement is listed twice and both count toward the 20-page technical proposal limit.

A: Section H provides details on the Past Performance information to be provided, while the “Required Certifications/Documents” is a summary of all the documents that are required in order to be in compliance with the RFP.

16. Regarding the second paragraph under “Price/Cost” on RFP page 6 of 99, please clarify the intent of the fixed rates over the initial three-year term. Will work assignment budgets be based on these fixed class rates and invoices based on individual, actual rates?

A: There are two different payment provision options within the contract. At the work order level it will be decided if the Hourly Classification Rate Schedule or if the Cost Plus Fixed Fee option will be utilized. The rates provided will be the hourly classification rates that will be in the contract and utilized for work orders using the hourly classification rate payment provision.

17. Please clarify the applicability of the requirement set in the third bullet under “E. Key Personnel...” on RFP page 9 of 99 beginning with “Key Personnel meet the Secretary of Interior’s...”.

A: The third bullet under Key Personnel, does not apply to this RFP and has been removed as a requirement.

18. On page 6 of the RFP it states “The rates submitted and included in the Primary Contract will be in effect for the initial term of the Primary Contract, which is three (3) years. Rates can be revised during the amendment process for the option of extending for two (2) additional one (1) year periods.” Please confirm that rates submitted will be held for the three year period and will not have an allowance for annual adjustments.

A: The hourly classification rates provided will remain in effect for the initial term of the contract which is 3-years. When exercising the option years, the rates can be updated with the approval of the Contract Manager. Please see answer to Question # 19 below for information regarding cost of living increases.

19. On page 7 of the RFP it states, “If there are multiple individuals in a class of labor, please calculate one rate per classification. Include an explanation and justification for the calculation method utilized in calculating that rate.” Is it allowable to base the labor category rate on projected cost of living adjustments (salary increases) within the 3-yr period?

A: Consultants are allowed to apply a modest cost of living increase for the second and third years.

EXAMPLE: Labor Classification XYZ has three current employees, earning \$20, \$24, and \$28 dollars per hour respectively. The average is \$24.00 per hour for that classification.

They might assume a 1.5% increase for the second year, bringing that year to \$24.36 and then another 1.5% for the third year, bringing that rate to \$24.72.

$(\$24 + 24.36 + 24.72)$ divided by three = \$24.36 for the cost-of-living-adjusted base labor rate for Classification XYZ.

The rate of \$24.36 would be the Hourly Labor Classification XYZ Rate for the initial term of the contract, which is 3 years.

20. Are submissions required to identify key personnel and include financial information for subconsultants who provide the services listed in Section VI – Information Typically Provided by VTrans on page 16 of the RFP (e.g. geotechnical and survey firms)? Or is this requirement intended only for primary subconsultants for a service indicated in Section IV – Specific Scope of Services of the RFP?

A: Section VI. Information Typically Provided by VTrans lists items that VTrans typically provides, this is informational in nature and is not part of the scope of services we are requesting in this RFP. The requirement for resumes of subconsultants/subcontractors is for primary subconsultants that will be providing services indicated in the Scope of Work. Financial

information on subconsultants is not required, only the prime consultant must provide this information.

21. Are Covers and Tabs allowed to be larger than 8.5x11 (e.g 9x11)?

A: Covers and Tabs are usually slightly larger than 8.5 x 11 and are allowed.

22. Can the Organizational Chart be 11x17 folded to 8.5x11?

A: Yes. Please see the answer to Question # 13 above.

23. On page 4 of the RFP it states that the Organizational Chart should include “contact information including a list of current employees, phone numbers and email addresses.” Please explain what employee list is requested, and for whom phone numbers and e-mail addresses should be provided.

A: Yes. Please see the answer to Question # 4, #11 and 13 above.

24. Can resumes be one page for staff that are not identified as “Key Personnel” in the RFP or should these be 2 pages as well?

A: Yes. Please see the answer to Question # 10 above.

25. In the Proposal Substantive Content portion of the RFP, section D. Organizational Chart indicates that the RFP response should include, “a list of current employees”. Should this be a list of all current employees in the office responding to the RFP or a list of all current employees companywide?

A: Yes. Please see the answer to Question # 4, #11 and 13 above.

26. In the Proposal Substantive Content portion of the RFP, section D. Organizational Chart indicates that phone numbers and email address should be included for all individuals shown on the organization chart. Can this information be included in the key personnel section as opposed to on the organizational chart?

A: Please see the answer to Question # 4, #11 and 13 above. In addition to this information being located in the organizational chart, the contact information can be provided in the resume portion of the RFP as well.

27. Since section D. Organizational Chart, does not count toward the overall page limit of the proposal, can it be formatted on an 11x17” size page?

A: Yes. Please see the answer to Question # 13 and # 22 above.

28. In the Proposal Substantive Content portion of the RFP, section F. Quality Control Plan, indicates that an overview of our Quality Control Plan (QCP) should be included in the proposal. Would VTrans like us to attach our complete QCP as an appendix to the proposal?

A: No. Please see the answer to Question # 8 above.

29. Can the Org Chart be broken into two pages? The first page would provide the names and titles of our key individuals, while the second page would provide the requested Key Individuals contact information (Office location, email, phone numbers, etc.)

A: No. Please see the answer to Question # 4, #11, #13, #22 and # 24 above.

30. If the Agency is agreeable to question #1. would the second page identified previously count towards the 20 page limit? Section D of the Proposal Substantive Content section indicates that the Org Chart does not count toward the 20 page limit.

A: N/A. Please see the answer to Question # 4, #11, #13, #22, #24 and # 29 above.

31. The Debarment and Non-Collusion Affidavit (Form CA-91) noted in the Required Certifications/Documents section of the RFP was not included in the RFP. Can the Agency provide a copy of this form?

A: Please see the answer to Question # 12 above.

Sincerely,



Doreen L. Carminati
Administrative Services Manager III

cc: Contract Manager
Project File

STATE OF VERMONT
AGENCY OF TRANSPORTATION
DEBARMENT AND NON-COLLUSION AFFIDAVIT

I, _____, representing
(Official Authorized to Sign Contracts)

_____ of _____,
(Individual, Partnership or Corporation) (City or State)

being duly sworn, depose and certify under the penalties of perjury under the laws of the State of Vermont and the United States that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid for the Vermont project:

(Project Name)

_____ project located on _____,
(Project Number) (Route or Highway)

bids opened at _____,
(Town or City)

Vermont on _____, 20__.
(Date)

I further depose and certify under the penalties of perjury under the laws of the State of Vermont and the United States that except as noted below said individual, partnership or corporation or any person associated therewith in any capacity is not currently, and has not been within the past three (3) years, suspended, debarred, voluntarily excluded or determined ineligible by any Federal or State Agency; does not have a proposed suspension, debarment, voluntary exclusion or ineligibility determination pending; and has not been indicted, convicted, or had a civil judgement rendered against (it, him, her, them) by a court having jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Exceptions: _____ No _____ Yes. (If yes complete back of this form.)

Sworn to before me this

_____ day of _____, 20__

(Name of Individual, Partnership or Corporation) L.S.

(Signature of Official Authorized to Sign Contracts) L.S.

(Notary Public)

(Name of Individual Signing Affidavit) L.S.

(My commission expires _____)

(Title of Individual Signing Affidavit) L.S.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administration sanctions.

EXCEPTIONS: