

March 18, 2020

RFP ADDENDUM # 1

RE: Request for Proposals – Asset Management Consultant Services 2020

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

Extension of Due Date:

The RFP Due Date has been extended until **Monday May 18, 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. Can you clarify the difference between the statement on page 4 that says:
“The proposal shall not exceed twenty-four (24) single sided or twelve (12) double sided pages.”
And the statement on page 6 that says:
“The Maximum number of pages for the technical proposal is 20.”
A: The proposal shall not exceed 24 pages. The statement on page 6 of the scope of work is an error.
2. It is assumed the 20 page Technical Proposal limit under Item 1 of the Additional Information on page 16 of 101 is a typo and the maximum page number is 24 as stated elsewhere. Correct?
A: Please see the answer to #1 above.

3. The RFP states that the page limit is 24 but in another section it states 20. What is the page limit?

A: Please see the answer to #1 above.

4. Are the technical proposals limited to 24 pages (Page 4, top of page), or 20 pages (Page 16, section VI.1)?

A: Please see the answer to #1 above.

5. Page 4 of the RFP states “The proposal shall not exceed twenty-four (24) single sided or twelve (12) double sided pages.”. Page 16 states “1) The maximum number of pages for the technical proposal is 20.” Can you please clarify the page limit?

A: Please see the answer to #1 above.

6. Do the Table of Contents and the Cover count in the page limits for the Technical Proposal?

A: The table of contents and the cover of the proposal does not count toward the page limit.

7. Are the table of contents and section dividers considered part of the 24 page limit?

A: The table of contents and the section dividers of the proposal do not count toward the page limit.

8. Will pages left intentionally blank in order to start a new section be considered part of the page limit?

A: No.

9. Page 4 says sections shall be labeled and tabbed. If the submittal is electronic are tabs required?

A: Tabs are not required; however, you should have a page separating each section. That page should note the section that follows. No additional information shall be provided on these separator pages. Separator pages will not count towards the total page limit.

10. Is the Business and Management Structure section intended to only feature the characteristics of the prime or should the same information be provided for subcontractors and consultants?

A: The Business and Management Structure section pertains only to the prime.

11. In the description of the 1-page organizational chart, it asks for national firms to provide an organizational chart for the local office providing the services under this contract. We normally do not provide organizational charts for the company, but only showcase individuals who will be working on this contract. How is the corporate organizational chart to be incorporated into the team org chart? Are phone numbers and email addresses required for all individuals on the org chart?

A: The RFP indicates to provide a one-page organizational chart of the team (Key Personnel). 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. The organizational chart should include all key personnel that will be working under the contract and any flow for communication that would include those from other offices. An entire organizational chart is not required. VTrans is interested in those that will be providing services and any officials that will assist in resolutions thereby indicating the chain of command. 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. Are the Past Performance examples intended to be for projects conducted by the prime only or may projects from subcontractors be included?

A: Past performance examples should be predominantly that of the Prime, however if a subcontractor has specific project experience that is directly related to the scope of work, those past performance examples can be included.

13. Please clarify which of the required certifications/documents are required from subcontractors. Are we correct that they only need to complete the following?

- a. Form CA-109 – Contractor’s EEO Certification.
- b. Worker Classification Compliance Requirements.
- c. Contractor and Sub-Contractor Information Form.

A: There are no forms that must be completed by the Sub-contractor. The Worker Classification Form should be completed by the Prime with information provided to the Prime by the subcontractor. The same is true for the Contractor and Sub-Contractor Information Form.

14. Are sub-contractor’s required to complete and sign the Certification Regarding Lobbying and the Debarment and Non-Collusion Affidavit?

A: There are no forms that must be completed by the Sub-contractor. Please see answer to #13 above.

15. Are the required forms/certifications in Attachments I through L required from subconsultants?

A: There are no forms that must be completed by the Sub-contractor. Please see answer to #13 above.

16. In light of the coronavirus outbreak, will electronic signatures be accepted on the required forms/certifications if scanned signatures cannot be obtained?

A: Yes.

17. The body of the RFP does not contain any references to a requirement for or content necessary in a Cost Proposal (except in the bulleted list at the bottom of Page 3). However, on the last page of Attachment A (page 16), Section VI references “desired information to be submitted along with the Consultant’s Cost Proposal” including summary of labor hour rates by class or activity for the prime and subconsultants, including overhead rate and fee. Please clarify whether a Cost Proposal is required, and if so, what detailed cost information should be submitted.

A: No Cost Proposals are required at this time.

18. Please clarify financial information is required of subcontractors and may they submit the financial information directly to VTrans?

A: There is no financial information required of the subcontractors.

19. What financial information is required from a non-employer subcontractor (a single individual) without an indirect cost rate?

A: Please see the answer to #18 above.

20. Can a firm submitting on a fixed-price basis not submit the AASHTO Internal Control Questionnaire for Consulting Proposals?

A: The AASHTO Internal Control Questionnaire is required for all proposers to submit in order to be considered for the Primary Contract resulting from this Request for Proposals (RFP). This is a financial documentation requirement that is provided annually to the AOT Audit Department.

21. Would it be acceptable to use a font smaller than 12 points for tables and figures?

A: Yes, however the font size must be easily readable.

22. Can font sizes included in charts, tables, and graphics be smaller than 12 point?

A: Please see the answer to #21 above.

23. Does the 12 point font requirement apply to the resumes?

A: Yes.

24. Page 4 says to submit a one-page resume for each person on the organizational chart. Are those resumes only for the prime contractor? Does this count toward the 24 page limit?

A: Resumes do not count toward the page limit. You may include your subcontractors' resumes in the resume section. Be sure they are identified as subcontractors.

25. Page 5 says to submit resumes for all subcontractors. Is there a page limit on subcontractors' resumes? Are these part of the appendix and not count toward the 24 page limit?

A: Please see answer to #24 above.

26. Is Doreen.carminati@vermont.gov the single point of contact to submit bids and get access to the FTP site?

A: Yes. Your FTP requests will be forwarded to the appropriate individuals and an automated e-mail will be sent to you regarding your user account for the two FTP sites you will be uploading your information to.

27. Is it correct to assume that no contracts between primes and subcontractors are required unless and until the prime contractor is selected by Vtrans?

A: Yes.

28. Are teams able to include more than six (6) projects in Section G. Past Performance, as long as the proposal does not exceed the twenty-four (24) page limit?

A: Yes.

29. We did not see any difference between the two scopes of work. Is there any difference between the two?

A: The Scope of Work (SOW) was added into the RFP documents twice, they are the same.

30. Considering the exigencies of everyone's response to COVID-19, would VTrans consider a two week extension to the proposal submission deadline?

A: Please see response posted above in the Clarifications and Modifications section at the beginning of the document.

31. Would it be possible to have a two-week extension on the closing date of this RFP? With most staff working remotely these days, the proposal creation process is taking longer than normal.

A: Please see response posted above in the Clarifications and Modifications section at the beginning of the document.

32. Due to COVID 19 restrictions, It has been time-consuming to meet the needs of RFP Submittal and to coordinate partnerships with vendors. Can the Date be extended for the final submittal of RFP? Thanks for you understanding and consideration.

A: Please see response posted above in the Clarifications and Modifications section at the beginning of the document.

33. The Key Personnel section on page 8 of the RFP requests that “Key personnel meet the Secretary of the Interior’s Professional Qualifications Standards as specified in 36 CFR Part 61 and possess additional professional certification(s) and licensing required for the Scope of Work.” These standards appear to address state historic preservation programs and do not appear to be relevant to the scope of work. Can VTrans provide clarification?

A: This was an error and does apply to this solicitation.

34. Page 8 makes references to the Secretary of the Interior's Standards. Those appear to relate only to archeological or historical qualifications. Can you explain if this reference is in error or are such qualifications required for this proposal?

A: Please see answer to #33 above.

35. Are there past customer surveys available to the consultants for review?

A: If you are asking about consultant evaluations, those are provided to the consultant after they have been reviewed and finalized, currently on an annual basis. If you are looking for information on other consultants, you must request any reports or other documents through our Public Records Request Process. Please send your inquiries to the following e-mail address: aot.publicrecordsmanager@vermont.gov.

36. Will this contract be made available to Vermont Municipalities to utilize?

A: No. The contracts will be utilized by the Agency of Transportation only.

37. Can firms submit proposals that based entirely on fixed-priced costs and a not cost-plus proposal?

A: Proposals for specific work will be solicited through a Work Order Request and may ask that you submit as a firm fixed price or with an estimated cost-plus fixed fee submittal. The payment provisions will be determined at the work order level based on the options available within the contract, located in Attachment B: Payment Provisions.

38. What company/s are currently supporting, consulting, or providing services for the following:
(If they are being supported internally, please list the department)

- VTrans Asset Management Implementation?
- Policy Planning and Strategic Support?
- TAMP Refinement?
- Data Collections
- Data Services Support
- Deterioration Modeling and economic Analyses
- Risk Management
- Performance Management
- Budgeting and Programming

A: VTrans is managing many of the efforts internally, however, things can change and there may be a need to leverage external horsepower and/or expertise to accomplish our goals and objectives which is the primary impetus behind this RFP.

- **VTrans Asset Management Implementation? Internally – Asset Management Bureau and Planning Bureau**
- **Policy Planning and Strategic Support? Internally, cross-Agency teams**
- **TAMP Refinement? Internally – Asset Management Bureau and Planning Bureau**
- **Data Collections Fugro for Pavement Data Collection, all highway bridge inspections are performed currently by VTrans teams.**
- **Data Services Support Internally – AMB’s Data Services Team and Agency of Digital Services (SOV IT team). Operations & Safety Bureau utilized the past retainer contract to work with Cambridge Systematics on developing some data governance guidelines.**
- **Deterioration Modeling and economic Analyses – Deterioration modeling is being performed internally with some updated to the PMS being performed by Deighton Associates Limited.**
- **Risk Management – None currently, we have worked with Gordon Proctor and Shobna Varma on a few initiatives, but this predates the prior AM Consultant Retainer Contract.**
- **Performance Management – Worked with Cambridge Systematics on our VPSP2 project to develop metrics to evaluate the transportation value delivered to our taxpayers.**
- **Budgeting and Programming – Highway Division Budgeting is internally directed by the AMB team with support from other bureaus and the Finance & Administration – no external assistance. Programming: VTrans has worked with Cambridge Systematics on VPSP2 project to revise and modernize its project selection and prioritization processes.**

39. Please provide details about the current **Asset Management system**.

- What is the status of the implementation of the system?
- What is the current Asset Management system?
- What assets are currently in the asset management system?
- What additional assets are needed to be added to the asset management system?
- Who maintains the current asset management system?
- Are there current gaps that VTrans is looking to address with the current system?
- What integrations are supported by the asset management system?

A: Please see responses listed below.

- What is the status of the implementation of the system? **We are in month 6 of a 24 month implementation. There will likely be a need for a second phase.**
- What is the current Asset Management system? **Deighton's dTIMS system**
- What assets are currently in the asset management system? **Pavements was our initial asset in this system since 1994 time frame.**
- What additional assets are needed to be added to the asset management system? **In phase 1, (0 months to 24 months) we are adding a number of other assets. Implementation has begun on bridges, signs, signals, small culverts, large culverts, stormwater & ditches. Other assets will include but not be limited to guard rail, retaining wall, buildings, rock slopes, park-n-rides, ITS in Phase 1. Transit (rolling stock), rail assets, and aviation assets are likely in phase 2 (24 months to 48 months)**
- Who maintains the current asset management system? **AMB Data Systems team (3 people)**
- Are there current gaps that VTrans is looking to address with the current system? **The Vermont Asset Management Information System (VAMIS Implementation Project) that will be used to ensure that the Agencies are making the right level of investment in the right asset at the right time. It will support overall increases in internal accessibility to asset information. It will promote transparency and accountability while managing state resources in a cost-efficient manner. VTrans has been performing asset management for over 20 years; however, what has been lacking is a cohesive asset management framework that allows Agency personnel to "see and act on the big picture". In the current business environment, the Agencies utilize different systems to manage activities and investments across multiple assets.**

VTrans must have dedicated support and resources to incorporate asset management practices into their business processes in order to comply with State and Federal regulations and to improve the operational efficiency of each agency's stewardship responsibilities. In their commitment to asset management the Agencies desire to be less reactive and more proactive; striving to make performance-based, risk based, and data driven decisions. The ultimate business proposition is to improve overall decision-making capabilities; ensuring that the right level of investment (time, money, labor, etc.) is made in the right asset and at the right time. Realization of this simplified expectation will increase and sustain statewide asset condition, manage risks, and maximize performance saving Vermont's taxpayers millions of future dollars.

- What integrations are supported by the asset management system? **As you can imagine there are several different integrations that must happen to support the VAMIS solution. Currently integrations will be accommodated by AMB Data Services section and ADS.**

40. Regarding TAMP refinement:

- What are the additional areas of Refinement required to address VTrans TAMP?
- Data Collections:
- What are VTrans "preferred data collection tools for data acquisition?"
- Is there a condition audit performed? If so, what areas?

A: Please see responses listed below.

- What are the additional areas of Refinement required to address VTrans TAMP? **We may want to work with an experienced consultant to improve the quality of our current TAMP and associated documents (TAM Financial Plan, Consistency Determination, etc.)**

- Data Collections: **We are trying to cover the breadth of what we do and what we need. There may be a future need to collect data for any one of our assets.**
- What are VTrans “preferred data collection tools for data acquisition? **Most of the data for our ancillary assets will be collected through an inspection tool within VAMIS.**
- Is there a condition audit performed? If so, what areas? **Not sure what is meant by “condition audit”; but by integrating our asset inventories into VAMIS we will be able to understand what the condition of multiple assets are across the network. We will also be able to perform some cross asset analyses to help with our trade-off analyses.**

41. Data Service Support

- Is there a GIS System in place?
- What is the timeframe to get a GIS system?
- Who is supporting the current VTrans Asset Management System (VAMIS)?
- What are the requirements to support the VAMIS?

A: VTrans has used ESRI for about 20 years now. The VAMIS contract was awarded to Deighton Associates Limited and they are implementing and supporting VAMIS. There may be future work that is needed to help improve asset maturity and overall readiness or to help develop key investment strategies using the VAMIS tools.

42. Can you advise on current and planned software systems (vendors/products/modules etc.) for supporting asset management. Bridge, pavement, maintenance, asset inventory management and reporting?

A: The VAMIS solution is the predominant planned system, it is 25 % complete. Ancillary assets are being incorporated into the solution. Workflows are being evaluated and integrated to ensure connected inventories to support various business cases.

43. What are the Budgets for the area?

A: Budget information is not typically provided.

44. Is there a set aside for small businesses?

A: No.

45. Is there any preference or set-aside for DBE firms?

A: No.

46. Can you explain the following from page 6? It appears to be contradictory to other requirements of the Statement of Work. Do these requirements relate to individual task order proposals that firms would submit for specific task orders after the initial selection?

Additional Information

The following information is desired to be submitted along with the cost proposal.

- * Maximum pages 20
- * Summary of labor hour rate by class
- * Consult team organization chart

* Vtrans intends to select 3 or more consultants

A: The maximum pages allowed for this RFP is 24 pages. There are no summary of labor hour rates by class requested to be submitted with your proposal. The summary and estimated costs will be expected at the work order level. The Organizational Chart is part of the RFP submittal and is addressed on page 4 in the Proposal Substantive Content Section, Item D. The RFP will result in multiple awards, the intention of selecting 3 or more consultants in not accurate, no minimum or maximum selection amount has been determined.

46. Can the following 3 items be submitted after a contractor is selected or are they required with the proposal?

- Registration with the Vermont Secretary of State
- Certificate of insurance
- Proof of worker's compensation insurance

A: You must be registered with the Vermont Secretary of State, before a contract can be fully signed. A compliant certificate of insurance must be returned with your signed contract, before a contract can be fully signed. You must provide the information within the Workers Classification Form with your proposal, proof of insurance will be provided with the certificate of insurance which is required during the contracting process.

47. Is there a certification requirement for vendor participation for this RFP?

A: No

Sincerely,

Doreen L. Carminati

Doreen L. Carminati
Administrative Services Manager III

cc: Contract Manager
Project File