

State of Vermont
Contract Administration
Barre City Place
219 North Main Street, Suite 105
Montpelier VT 05633-5001
<http://vtrans.vermont.gov/>

Agency of Transportation
Finance & Administration

[phone] 802-622-1285
[fax] 802-479-5500

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RFP ADDENDUM # 1

RE: Request for Proposals – Materials Testing and Fabrication Inspection Services 2023

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

1. What MWBE/DBE/SDVOB – are there any minority goals involved with this RFP?

A: There is no required percentage. It is the policy of the Vermont Agency of Transportation (VTrans) to ensure nondiscriminatory opportunity for Disadvantaged Business Enterprises (DBEs) to participate in the performance of all contracts and subcontracts financed with Federal funds, as specified by the regulations of the United States Department of Transportation at 49 CFR Part 26. Although this RFP does not include any contract specific DBE goals or require the identification of proposed DBEs in the proposal, the VTrans overall DBE participation goal of 7.32% on all Federal Highway Administration funded projects is applicable to this project.

2. Any specific font style/format required?

A: Font shall be size 12. Headers may be larger. There is no font style requirement.

3. In regards to the Affidavit under RFP - Section III- D - Consultant Personnel Qualifications for Administration of Material Acceptance Programs – is this affidavit a post-award requirement or is the affidavit required to be submitted with RFP proposal?

A: You are referring to Attachment A: Scope of Work, Section IIID, this is a post-award requirement. That said, Part 3. Key Personnel in the main RFP document is required to be submitted as part of the RFP proposal.

4. Can bidders only propose on one specific inspection service (i.e. precast/prestress concrete fabrication inspection only) or are bidders required to proposed on all services contained under SOW?

A: Bidders are welcome to bid on one or more specific inspection service types. Bidders are not required to bid on all service types.

5. Can a firm only bid on one of the services being requested in the RFP?

A: See answer to question #4 above.

6. For Page 3 of the RFP indicates that the cost proposal should be submitted as a .pdf file separate from the technical proposal. But page 4-5 of the RFP indicates that the Technical Proposal include a section “H. Price/Cost” (the Hourly Classification Rate Schedule). My question is should section “H. Price/Cost” be excluded from the technical proposal content?

A: The cost proposal must be submitted as a separate .pdf file. You may also include the cost proposal in the technical proposal content or you can exclude it.

7. How should redacted copies be submitted? What is the naming convention? Should it be submitted in the same way on the FTP as the original copy is submitted?

A: You will submit redacted copies the same way as the original copies on the FTP site. The naming convention should be the same as the original with redacted added to the naming convention.

Example: TechnicalProposal_ABCConsulting_MaterialsInspectionServices2023_REDACTED

8. The RFP’s Attachment A, Scope of Work indicates that this contract includes Structural Timber and Lumber Inspections. However, those services are not listed on Attachment R, the hourly rate table for each category of service. Is Structural Timber and Lumber Inspections included in this agreement?

A: Structural Timber and Lumber Inspections are listed on page 3 of Attachment R. It is the last classification in the hourly rate table.

9. If the resume contains all of the information required in the affidavit, can the inspector and principal sign the resume? Or is a separate document required?

A: Yes, they can sign the resume.

10. In the “ON-CALL PROFESSIONAL SERVICES MASTER AGREEMENT” contract, Sections 15. Ownership of Documents and Section 17. Use and/or Release of Privileged or Confidential Information there is mention of ownership/usage of project-related data. If during the active period of this contract or after the contract ends, will the contractor be required to obtain permission to use any such data (i.e., photos) in company PR/marketing materials, website, advertising, social media, etc.?

A: Yes.

11. The RFP includes a clause stating that we must submit affidavits for our inspection personnel. Do we need to submit these with the proposal, or will they only be required on a task order assignment basis?

A: Affidavits and any certifications or special licenses are to be included behind the resumes of any key personnel.

12. Is it necessary to submit copies of certifications with the resumes?

A: See answer to question #11 above.

13. We have recently acquired another firm that provides additional staffing capacity to VTrans for this contract. How should we treat this firm in our proposal submittal – as part of our business structure, or must they be treated as a subconsultant?

A: If Company A purchased Company B and now both operate as Company A, please list Company B's personnel as that of Company A and provide their resumes as you would as the prime. It is our understanding that Company B is no longer operating separately and is now officially a part of the acquiring Company A.

14. Several of the forms required for submittal as part of the RFP response request "Project Name", "Project Number" and/or "Project Located on _____ (Route or Highway)." Can you clarify what information should be included in these fields? We anticipated Project Name to be the RFP title, however are unsure of Project Number and Project Located on fields.

A: The project name is the RFP title. The project number leave blank; this is only assigned if awarded a contract. The Project Located field should read Barre, VT.

15. In Section G. of the RFP, Past Performance, it notes that at least 3 projects are to be provided detailing past performance. Can more than 3 projects be submitted, if preferred, as long as the page limit is not exceeded?

A: Yes, more than 3 past performance projects may be submitted as long as the page limit is not exceeded.

16. In the Scope of Work, IIIA. Consultant Personnel Qualifications for Precast/Prestress Fabrication Inspection (page 14 of 105) it states that the affidavit should include..... *"PCI Level I, II, or III Certification with the expiration date, or NETTCP Precast Concrete Inspector Certification with expiration date. Also, ACI Concrete Field Testing Technician Level I Certification with the expiration date."* And that *"It is the intent of VTrans to have Precast/Prestress concrete fabrication inspection work done by a PCI Level II or III Inspector, or NETTCP Certified Precast Inspector. However, at the discretion of the VTrans Supervisor, a PCI Level I may be provided to meet the needs of the assignment."*

Question #1: Are inspectors with PCI certifications also required to have an ACI? Or will just the PCI be acceptable?

Question #2: Will inspectors with only an ACI certification be considered for fabrication inspection services under this contract?

A: Per question #1, Precast concrete inspection assignments will require the PCI/NETTCP precast certification as well as ACI Concrete Field Testing Technician Level 1 certification. Per question #2, no.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contracts Specialist

cc: Contract Manager
Project File