

December 1, 2022

RFP ADDENDUM # 1

RE: Request for Proposals – Structures Engineering 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 will be the required DBE percentage for each contract?

A: There is no required percentage.

2. Are there any DBE or M/WBE participation goals associated with this RFP that should be met?

A: 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.

3. On page 8 of 101, Section 3, bullet 3 – please confirm the certifications are not required of this contract.

A: These certifications are NOT required.

4. On page 4 of 101, Section E – please clarify if resumes are required for Key Personnel, or all individuals identified on the Organizational Chart (e.g.: junior engineers).

A: Resumes are required for all Contractor staff that will be working under the contract. This is for key personnel that will play a pertinent role in the services. There may be individuals on the Organizational Chart that will not provide services, resumes are not required for those. Junior Engineers that will be providing services under the contract should be included.

5. Can project photos be provided on the Past Performance fillable pdf files?

A: Yes.

6. For enhanced legibility/readability, may the consultant use a type size in excess of 12 points on covers and tabs as well as headings to separate sections within the document?

A: Yes.

7. Please confirm or clarify that VTrans requires the proposal to include personnel, resumes, and qualifications for the “*VTrans may ask*” items outlined in Attachment A – Scope of Work:

- a. **Subsurface Investigations and Geotechnical Analysis.** If so, please confirm that consultant-provided Geotechnical Services include subsurface investigations but those investigations will be considered direct costs and subconsultant (sub-contractor) information is not required.
- b. **Provide Utility Relocation Services.** If so, please confirm that consultant or subconsultant (sub-contractor) information is required for the design of **all** potential utilities, including public and private (Water, Sewer, Electric, Communication, etc.). Also, will the consultant, or a subconsultant (sub-contractor), be required for Subsurface Utility Engineering (SUE)?
- c. **Perform Environmental Permitting and Coordination.** Please confirm which Environmental functions the consultant or a subconsultant (sub-contractor) is required to provide: Cultural (Historic, Archeological, Biological, T&E Species (e.g., bats, mussels), HazMat, Stormwater, etc.
- d. **Perform ROW functions.** The scope of work is clear that the consultant will *support* VTrans ROW with plans, assistance at property owner visits, etc. but please confirm which other, if any, ROW functions the consultant or subconsultant (sub-contractor) is to provide information for: Appraisals, Legal Documents (Titles), Acquisitions, Negotiations, etc.
- e. “*Services for individual projects may range from a discrete task (i.e., load rating or topographic survey)*”. Is the consultant required to provide in-house survey or a subconsultant (sub-contractor) for Survey Services? If so, which sub-sets of survey services are requested – Route, Boundary, LIDAR, Property, etc.

A: For any of the above noted services, if the Contractor is not able to provide those services in-house with identified key personnel, they shall provide sub-contractor information for those that will be providing such services. Please see the information on sub-contractors located on Page 5 of 101 under Section H. Not all projects will require all of the services noted above. These services may be needed on specific projects and will vary in depth of services. The Contractor should account for them in the proposal indicating how these services will be completed, whether it be with in-house staff or by use of a sub-contractor. Answers to clarify each section are below and match the letter of each section above.

a) The Agency has a separate Consultant Contract for subsurface investigation and will likely go that route, Subcontractor information is not required for that. For Geotechnical Design and Analysis, if you have a preferred sub-contractor please indicate as such with appropriate back-up information. If you have that capability within your firm that should be addressed as well.

b) Yes, the consultant should provide information for Utility Relocation services. Subsurface Utility Engineering might be required for a specific project, however, is not required for response to this RFP.

c) All Environmental functions should be considered in the response to this RFP.

d) Other ROW functions are not required in the response.

e) The Contractor is not required to provide information on survey services, however, if they have a preferred subconsultant for survey or in-house capabilities for any survey services that should be described in the RFP response.

8. Please clarify the requirements of the second round QBS process as mentioned in sections III.A and XI.
A: Second Tier Solicitations are conducted at the project level. Work Order Requests (WOR) will be sent to the Contractor for them to prepare a response regarding their qualifications for this particular project. The Project Manager (PM) or Contract Manager (CM) will review the responses and determine which Contractor is most qualified to provide the services. The PM or CM will then request a cost estimate. Once all negotiations are complete and accepted by both parties, the PM or CM will submit a Work Authorization request to Contract Administration who will process and send out an authorization e-mail indicating the particulars of that work order. They are 3 levels of 2nd tier solicitation. Level 1 – the solicitation goes to only one contractor who has already been determined to have the highest qualifications. Level 2 – the solicitation goes to some, but not all, of the Primary Contract holders as they have been determined to be most qualified but there was not a stand out single contractor. Level 3 – the solicitation goes to ALL primary contract holders as a specific contractor could not be deemed as most qualified. This is a qualification-based process, as most projects for these services fall under qualification-based selection. Additional information and guidance will be provided after selection and award of a contract.

9. Would you please confirm tabs do not count towards the twenty (20) page limit. And are illustrations/project photos allowed on tabs without detailed content (other than project name and location)?

A: Tabs do not count toward the page limit. Yes, photos are allowed without detailed content.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contracts Specialist

cc: Contract Manager
Project File