

April 28, 2021

## **RFP ADDENDUM # 1**

### **RE: Request for Proposals – Vermont Road Usage Charge Feasibility and Implementation Plan 2021**

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

1. The RFP indicates a separate FTP user account for uploading the financial information file. Do we need to make a separate request for this account or will it be linked to the account we already created?

**A: There are 2 user accounts, one for the Technical and Cost Proposal and one for the Financial that is managed directly by our Audit Department. If you have a user account with Audit, you will not need another one to submit your financial documents. When you request a user account, the request will be sent to set up both user accounts.**

2. The RFP indicates font size 12. Does this include graphics, captions, tables, footnotes, etc.?

**A: No, you can use a smaller font for specific items such as graphics, captions, etc. however the font must be large enough to read with ease.**

3. For the business and management structure section, does this section apply to the prime only or to subcontractors as well?

**A: This applies only to the Prime.**

4. Do section dividers count toward the page limit?

**A: No, they do not count toward the page limit.**

5. Should photos/imagery be included on section divider pages, or “tabs,” will the tabs be counted toward the total page count?

**A: If you utilize the dividers or tabs for anything other than separators, they will count toward the page limit if that section counts toward the page limit. It is recommended that you do not place any photos/imagery on the dividers.**

6. The past performance reference forms (PDF fillable files) appear to be required in two places in the proposal: the section on past performance and again in the required certifications/documents section. Can you please confirm this is correct?

**A: The section on Past Performance describes what will need to be included. The section on Required certifications/documents is more of a check list to ensure that you have included all the documents. You do not need to duplicate efforts.**

7. For the cost proposal, there is a required form that does not mention schedule and hours. Is there a separate form for that, or are we to create our own table of hours and schedule for inclusion in this section?

**A: The Contractor is responsible for providing estimated hours and schedule using their own software and/or forms.**

8. Financial information: We have a CPA-audited overhead report which includes our indirect cost schedule. Can you please indicate which, if any, additional files are required to submit with this report?

**A: According to the RFP, you will need to complete the AASHTO Internal Control Questionnaire, provide financial statements and your indirect cost schedule. The RFP reads:**

### **Financial Documentation**

- 1) **A completed Form AASHTO Internal Control Questionnaire (ICQ) for Consulting Engineers (for the prime Contractor), along with required financial statements and indirect cost schedules. The current AASHTO ICQ form can be found on the VTran’s Audit page at <https://vtrans.vermont.gov/finance-admin/audit>**
- 2) **The financial information for the Proposer shall be for the most recently completed fiscal year.**

**If the Proposer has a completed AASHTO ICQ and current financials are on file already with the VTrans Audit Section, the Proposer does not need to resubmit for this RFP. Any Proposer wishing to verify their financial information should contact the VTrans Audit Section.**

**In accordance with 23 USC § 172 information supplied in compliance with the above financial requirements will be considered confidential.**

9. We assume based on the way it is crafted that this RFP does not include heavy vehicles (i.e., vehicles over 10,000 pounds GVWR). Can VTrans confirm this assumption?

**A: At this time, we do not anticipate that heavy vehicles will be included. However, this assumption needs to be verified in Task 2 – System Definition which includes identifying eligible vehicles.**

10. Will VTrans share with potential respondents the list of companies / firms / contacts that have accessed the RFP, submitted questions, or requested an FTP account? Doing so allows potential respondents to collaborate in putting together their most compelling proposals.

**A: This information is not provided. If your firm wishes to review the proposals or associated contracts for this Request for Proposal, they will be available after the contract(s) are fully executed. Please contact the AOT Public Records Manager, Records and Information Management, Vermont Agency of Transportation, Barre City Place, 219 North Main Street, Suite 105, Barre VT 05641. You can make your request via e-mail at [Aot.PublicRecordsManager@vermont.gov](mailto:Aot.PublicRecordsManager@vermont.gov).**

Sincerely,

*Caryn Pletzer*

Caryn Pletzer  
Contracts Specialist II

cc: Contract Manager  
Project File