

February 7, 2024

RFP ADDENDUM # 2

RE: Request for Proposals – General Environmental Services 2024

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

1. Is there a contract-specific DBE goal for this contract?

A: In FY 2022-2024, VTrans DBE goal is 7.32%.

2. On page 6 of RFP, Item I. Price/Cost states to complete the attached Hourly Classification Rate Schedule. Please confirm that this is the SAME document as the Cost Proposal Form - Attachment S that we are to submit separately as outlined on Page 7 of the RFP.

A: Yes, they are the same document.

3. In regard to the Certificate of Contractor/Consultant form, is this form needed from the Prime Consultant only or is it required from all subcontractors as well.

A: Prime Consultant only.

4. On page 22 of RFP – SAMPLE PROJECT AND EXAMPLES OF WORK (Section VIII)

- We assume this section includes the 10 Pages of Sample Project information, followed by the pertinent examples of work.
- For the Pertinent Examples of Work is there a time limit (within the past X years) or page limit for this information? Do the examples of work need to include the entire document, a list of examples, or just sections of the examples? Due to file sizes, could links to files on a Sharepoint site be provided instead of attaching complete examples of work?

A: The Sample Project is limited to 10 pages. The Pertinent Examples of Work do not have a time or page limit. You should include the entire document. Links to a SharePoint Site would be fine.

5. Will VTrans be issuing a separate RFP for waste site-related environmental services, such as IRULE compliant site investigations, evaluations of corrective action alternatives, and corrective action plans?

A: VTrans uses existing contracts for these services. There will not be a separate RFP.

6. Appendix B – Sample Project references a map for assistance in preparing our assignment. We did not see the map in the RFP package. Can you please share or provide additional project details needed to support developing the sample project response?

A: For additional information about the sample project, please see the response to question 4. The map for the sample project is available on our website as Addendum #1 for this RFP. <https://vtrans.vermont.gov/contract-admin/bids-requests/services>

7. RFP Section VIII Sample Project and Examples of Work requires, in addition to the theoretical assignment, “pertinent examples of work by key personnel and subconsultants”.

Question: Will these work examples considered to be part of the Sample Project or are they separate, and do they count toward the 20-page limit?

A: Examples of Work are separate from the Sample Project. Please see the response to question 4 for more details.

8. RFP Section E defines Key Personnel as “all” personnel who will be assigned to this contract, and it is then noted that the key personnel will be considered by VTrans as essential to the contract. Does the latter represent the number of personnel and resumes VTrans wishes to review? All personnel will likely result in submittal of a large number of resumes.

A: Please provide resumes for personnel that are essential to the contract.

9. RFP Section VIII Sample Project and Examples of Work cites pertinent examples of work that “shall” be included. There is an “or” for archaeological resource assessment that seems out of place. Is the intent for proposers to submit examples of all of these documents, or some of these documents?

A: Submit examples of all these documents.

10. Can VTrans offer additional detail on the range/scope of services expected with respect to noise and air quality?

A: Noise Studies per FHWA Guidance and the compliance with the VTrans Noise Analysis and Abatement Policy. As well as Traffic Noise Modeling. Air Quality could include conformity per 40 CFR 93.126 or 40 CFR 93.128 and potentially regional conformity (regional emissions analysis requirements) per 40 CFR 93.127.

11. Is it safe to assume that Covers, Table of Contents, and section dividers do not count toward page limits?

A: Correct, they do not count toward the 20-page limit.

12. Does the 10-page limit for the Sample Project section only apply to the scope of work, schedule, and cost estimate content or does this limit also encompass supplementary materials, like maps and example exhibits for permit applications? In other words, can we include these supplementary items beyond the stipulated 10-page limit?

A: You may include supporting documents beyond the 10-page limit.

13. We understand that the font requirement for the Technical Proposal is size 12 font. Would it be permissible to use a size 10 font solely on the Organizational Chart page, which does not contribute to the overall 20-page limit? We understand that this page can also be 11x17 and must also include staff contact information.

A: Yes.

14. For the sample project: Is there data VTrans has or would recommend we use to determine floodplain mapping and requirements for the western bank of the Connecticut river near the site of the sample project? The FEMA National Flood Hazard map shows “No Digital Data Available” for that section of the river.

A: VTrans does not have any data. Use the best available data.

15. For the sample project: Will ground disturbances or other construction impacts only be within these road rights-of-way or will you be expanding the footprint outside the currently established rights-of-way?

A: Assume some work outside the right-of-way will be required.

Sincerely,

Caryn Pletzer

Caryn Pletzer
Contract Administration

cc: Contract Manager
Project File