

March 2, 2020

RFQ CHANGE #1

RE: Request for Qualifications (RFQ) –
Two-Tier (State-Local) Qualifications-Based Selection for
At-The-Ready (ATR) Consultant Engineering Services for Municipalities

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

1. **Section I.C.c.4 Quality Control Plan (QCP) has been deleted. A Quality Control Plan is not required to be submitted.**
2. Would it be okay to submit our PDF copy on a USB in leu of a CD or DVD as requested on page 5 item I.A.?
Answer: Yes, a USB can be used instead of a CD or DVD.
3. The required information outline on Pages 5-7 under Item I.C. suggests that all three areas (Design, Municipal Project Management and Construction Inspection) should be included in one technical proposal in tabbed sections, however under item I. on page 5 is says that “separate proposals are required for each category”. Is it correct to assume that we should be submitting one technical proposal including all three areas of the proposal as the outline indicates and not separate proposals?
Answer: A separate proposal shall be submitted for each category the firm is proposing to provide services for. Each proposal shall include all the items as described under Section I. The proposals of the firms selected for the Qualified Roster will be available to the municipalities for their review when choosing a consultant. If a consultant submits proposals for all three of the categories but gets selected only for one, the proposal for the services selected should be a stand-alone document containing all the requirements of Section I.
4. Item I.C.g. – Subconsultants on page 7 of the RFQ states that subconsultant information should be included within the tabbed sections listed above. Should we assume then that subconsultant information counts toward our page restrictions in those sections or are we allowed to include subconsultant qualifications in a separate Section g., as outlined, that doesn't count toward the page limitations?

Answer: Subconsultant information shall be included within the tabbed sections and not in a separate section. If the tabbed section has a page limit (e.g., Section I.C.b. General Firm Information, and Sections I.C.c, I.C.d and I.C.e Services), the subconsultant information counts towards the 10-page maximum limit of each section. Subconsultant resumes shall be included within the Resumes section. There is no maximum total of pages for the Resumes section but each resume, including subconsultant resumes, shall be limited to one (1) page.

5. Regarding the Design Services category in this RFQ, is there a specific design software that must be used for certain types of projects, such as Microstation instead of AutoCAD, or may either software program be used interchangeably?

Answer: Municipalities are required to utilize the most recent version of Bentley Systems MicroStation when the proposed project will have a “significant” impact on the state highway right-of-way. VTrans has developed this requirement to ensure that the electronic files are compatible with the Agency’s archival system. The VTrans Project Manager will make the final determination as to whether or not the project will have a “significant” impact on the state highway right-of-way. If the project will not have a significant impact on the state highway right-of-way, then the type of engineering design software will be at the discretion of the municipality. See the [MAB Local Projects Guidebook](#) and the [VTrans CADD Support](#) webpage for more information.

6. I am contacting you in regards to the RFQ section on Municipal Project Management. I am hoping you can expand a bit on what "plans review" means in this context. Is this review of the design, construct-ability, ensuring that the design plans are complete, etc.

Answer: Municipal Project Managers assume responsibility for the review of project plans and documents and for exploring design options to improve constructability, reduce costs and expedite construction. The MPM reviews ensure that minimum design elements required for each submittal have been addressed in the plans and documentation. See the [MAB Local Projects Guidebook](#) for more information on the MPM role in the project development process and the plans reviews.

7. Will VTrans consider removing the MLA’s associated with these contracts? Effectively these are not true contracts with VTrans, as the actual contract is with the town. Further, the limits appear low, so another option would be to raise them by such an amount to make the limits moot.

Answer: This Request for Qualifications (RFQ) is the first stage of a two-stage process that follows 23 CFR 172 on-call or indefinite delivery/indefinite quantity (IDIQ) procedures. 23CFR 172.9(a)(3)(ii) requires the RFQ to “Specify a maximum total contract dollar amount that may be awarded”. This dollar amount is not per task or work order but the total amount of all the anticipated task orders. Also, as explained in the FHWA Procurement, Management, and Administration of Engineering and Design Related Services - Questions and Answers: “thresholds for time and dollar amount prevent an infinite amount of workload over an infinite period of time being awarded to a single consulting firm”.

The maximum dollar amounts in the RFQ remain the same.

8. The RFQ states that the font specification needs to be in accordance with requirements of the RFQ but the RFQ does not state what they are. Can you provide guidance regarding what your intentions are for the font specification?

Answer: There are no specific font requirements in the RFQ. This has been eliminated from the RFQ.

Section IV.A.f which reads:

Technical Proposals that are not printed in accordance with the requirements of this RFQ. (To include, but not limited to: paper size, font specifications, single or double sided printing, etc).

Has been modified to read:

Technical Proposals that are not printed in accordance with the requirements of this RFQ. (To include, but not limited to: paper size, single or double sided printing, etc).

9. One page 1 section C. a. Cover Letter. Does the cover letter count in any of the page limitations, and if not, is there a specific page limitation for just the cover page?

Answer: The Cover Letter does not count towards any of the maximum page requirement specified in the RFQ and there is no limit in the number of pages it should include.

Content provided in the cover letter will not satisfy the requirements of any other section of the proposal.

10. On page 7, section f. Resumes. This section asks for tabbed and labelled resumes of key personnel limited to one page. Do these resume pages need to be numbered? And, are these resume pages counted separately from the specific page limitations associated with section I.C.b. General Firm Information, section I.C.c. Design Services, section I.C.d. Municipal Project Management Services, or section I.C.e. Construction Inspection Services?

Answer: The proposal shall have all pages numbered consecutively. See Section I.B. This includes the Resumes Section. There is no maximum total of pages for the Resumes section, but each resume shall be limited to One (1) page.

11. It is mentioned that the package contains a CD or DVD holding an electronic copy of the technical proposal. Would a flash drive suffice in lieu of a CD or DVD?

Answer: Yes, a flash drive can be used instead of a CD or DVD.

12. Just to clarify, should all pages be numbered, or only the sections bound by page limit maximums?

Answer: The proposal shall have all pages numbered consecutively. See Section I.B.

13. For the Design Services proposal, it states to provide a copy of our current QC Plan in a tabbed, labeled section. Is it acceptable to put this in an appendix at the end of the proposal?

Answer: Section I.C.c.4 Quality Control Plan has been deleted through this RFQ Change No. 1. See item No. 1 of this document.

14. Should key personnel proposed for multiple service categories (i.e., Design, MPM, and Construction Inspection Services) include a separate 1 page resume for each category?

Answer: A separate proposal shall be submitted for each category the firm is proposing to provide services for. Each proposal shall include all the items as described in Section I Required Information for the Technical Proposals. The proposals of the firms selected for the Qualified Roster will be available to the municipalities for their review when choosing a consultant. If a consultant submits proposals for all three of the categories but gets selected only for one, the proposal for the services selected should be a stand-alone document containing all the requirements of Section I.

The due date and all other specifications and requirements remain the same.

Sincerely,

Nydia Lugo
Technical Development Engineer