



ADDENDUM #3

ITB/RFP NUMBER: 2015046-PW-P

On-Call Term Contract for Consulting Engineering Firms RFP

DATE: June 19, 2015

TO: All Potential Bidders/Offerors

City of Harrisonburg's On-Call Term Contract for Consulting Engineering Firms RFP, is modified as follows:

A copy of the sign-in sheets from the pre-proposal meeting held on June 17, 2015 at 2:15pm in City Council Chambers has been attached as part of this addendum. Below are a list of questions and answers from the pre-proposal meeting as well as a list of additional information and clarifications.

1. Question: There is Attachment J: CONSULTANT SHORT LIST SCORE SHEET & present workload with the city if being scored. I do not see in Section 3.5 where the backlog with the city should go in the order of items? Where is it to be shown?

Answer: This is information that the City will know and it is not required that the Consultant provide a list of all current projects with the City.

2. Question: In section 3.5, pertaining to the "...RFP response shall be organized in the following order", it has "Scope of Services". Is this the section where we would address the specific bullets listed under each group?

Answer: Yes.

3. Question: On page 4 of the RFP, 6th paragraph under Section 1.0 Purpose it states "Consultants may submit separate RFP's for each Group they wish to be considered for, or may submit one (1) comprehensive RFP for all Groups in which they wish to be considered. In each event the Consultant is required to submit the attached Consultant Consideration Request Form." Does this mean we have the option to submit ONE all-inclusive proposal but separate each of the 12 groups by tabs? We plan on submitting on all 12 groups, so we would be submitting 12 SF 330 forms within one proposal. Is that allowed or would it be best to submit each Group as a separate proposal?

Answer: It is acceptable to submit an all-inclusive proposal, and we would accept a tabbed proposal with separate SF 330 forms. The guidelines stated in 4.2.1 and 4.2.2 shall also be followed.

4. Question: Can we also submit our proposals in 3 ring binders?

Answer: Yes.

5. Question: Can we combine certain groups? For example, can we combine Group #1 – Structure Inspections and Group #3 – Structural Design Services in one package following the same requirements

as stated in the RFP? We would show max 10 projects and max 10 pages for Section H for the combined submittal.

Answer: Yes, if you are intending to submit a proposal for more than one Group, then you may choose to respond all in one proposal. If you choose to do this, be sure it is well organized and easy to follow. Also be sure to follow the page limits as outlined in the RFP. Page limits are per Group. Be sure to tab or delineate the Scope of Work, Team Organization Chart, SF330 Part I & Part II, and related documents if you are responding to more than one group within the same proposal. Contractors are welcome to submit separate proposals for each group they are responding to (i.e. 12 separate proposals).

6. Question: Is it the intention of this RFP that each firm chosen for a term contract should be able to provide all of the services outlined within a Group?

Answer: No, you do not have to accomplish all tasks on one group all within your firm. It is expected that you will utilize a team of experts.

7. Question: Will bridge construction inspections be included in Group #2?

Answer: No. Any required bridge construction inspection services will be included as scope item in Group #3.

8. Question: Will Right of Way acquisition services be included in Group #4?

Answer: No, Public Works currently performs all acquisition services.

9. Question: With regards to Group #9 - Does the City have its own Water Treatment Plant? Is City water supply surface water?

Answer: Yes, and distribution pumps. We also own 300+ miles of pipe. Yes, our water supply is surface water. The City does not have its own sewer treatment plant.

10. Question: For utility relocation projects, how will we know which department it is for (Public Utilities or Public Works)?

Answer: All utility relocation projects associated with Groups #9-12 will be for Public Utilities. Any utility relocations / betterments associated with Groups #1-8 will be for Public Works. Either way, at the time the project assignment is issued for proposals the appropriate City department will be identified.

11. Question: Will any contractor be prevented from competing in larger solicitations if they worked on any part of it through this contract?

Answer: Generally no, but the City reserves the right to make this determination on a case by case basis. Keep in mind also, your resume for these small jobs will be reflected when you submit for big jobs.

12. Question: If the project would end up being over the \$100,000 project limit and needs to be bid separately....can the same company bid if they worked on the preliminary engineering report.

Answer: Generally yes, but the City reserves the right to make this determination on a case by case basis.

13. For the team organizational chart, if we intend to submit a proposal for multiple groups, can we list one project manager and then show each of the expert managers and the teams broken out separately?

Answer: Yes, that is fine as long as it is clear the organization for each Group.

14. Question: Since there may be federally funded projects involved in this contract, should we go ahead and select our DBE firms now?

Answer: No, wait until it is project-specific. We will allow changes to the team at that time to meet DBE goals.

15. Question: For clarification, does “2 pages” mean one piece of paper front and back as one page?

Answer: Pages will go with the numbered pages in your proposal. If you choose to print front and back on one sheet of paper, that would be two pages. If you choose to print single-sided on two sheets of paper, that would be two pages.

16. Question: Is there an overall page limit?

Answer: All page limits are per group.

17. Question: Is Attachment C: Sample Standard Contract required to be submitted?

Answer: No, Attachment C is not a required document to be submitted with your proposal.

18. Question: On page 23 it references SF330 form in PDF version. Is it ok if we have an MS Word version of this document we would like to use?

Answer: Yes.

19. Question: For Group #2 regarding Nuclear Density Management – will this person be expected to perform a project inspector role?

Answer: Yes.

20. Question: For form SF330-Part II, should we submit as a standalone or each group alone?

Answer: Stand alone and tab with each group.

21. Question: For 3.9, Part F, SF330 – can we provide a total combined Group submission?

Answer: Only submit what you have, but it’s per Group. (i.e. 10 projects per Group, and you submit for 3 Groups, then you can submit up to 30 projects.)

22. Question: For our 2 pages or less of references, it is not listed in section 3.5 where we should put this information?

Answer: Include this information under the Scope of Work.

23. Question: Is there a page limit for the Scope of Work?

Answer: No, but be detailed and concise. We would prefer not to read 50 pages for one Scope of Work.

24. Question: For Attachment J, is the VDOT back log form required? If so, where do we place this form in our submission?

Answer: Attachment J is more for your reference as a scoring template for the City and is not required to be submitted with your proposal. The City will take care of the information on this (i.e. present workload with City).

25. Question: Can you provide the existing contracts scopes and who is providing the services now?

Answer: Public Utilities does not currently have a contract for on-call services. The previous on-call contract for Public Works has since expired, so no one is doing this currently.

26. Question: Will most of the projects be lump sum or time and materials contracts?

Answer: Most will likely be lump sum but it will be project specific.

27. Question: Group #1 (a) – do you anticipate any coating inspections? (i.e. lead, painting, etc.)

Answer: Only FHWA or VDOT inspections are performed, so yes, potentially depending on the bridge and structure.

28. Question: Section 3.5 delineates the order for including the required elements. The Team Organization Chart is requested to be included between the Scope of Work and the Full size copies of the DPOR licenses for each firm. However, Section 3.7 requests that the SF330 Part I, Section D Organizational Chart be included as well; Section 3.5 requests the 330 Part I be included further down in the proposal. Section 4.0 specifically requests that we not duplicate information furnished in the SF330 Parts I and II elsewhere in the proposal. Where should the Organization Chart be included?

Answer: The Organization Chart should be included with the SF330 sections, and be Group specific (if submitting for more than one group).

29. Question: Section 3.5 specifies that Attachments A-K be included in order. However, Sections 4.2.4 and 4.2.6 on pages 15-16 of the RFP seem to request that Attachment E and Attachment A be included after all of the other requested information. Please clarify where these attachments should be included.

Answer: Please follow the order stated in Section 3.5.

30. Question: Section 3.5 requests a Scope of Work; however, the information that would be included in the Scope of Work would seemingly be addressed in the SF330 Part I, Section H, as well as in Sections 4.2.1 and 4.2.2 on page 15 of the RFP. Please clarify if we should include a Scope of Work immediately following the Table of Contents.

Answer: Our intent of the initial scope of work was to provide the Consultant an opportunity to summarize their approach, and if some other sections information is touched on in this scope of work that is acceptable.

31. Question: Section 3.11 requests the inclusion of statements that are “responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission.” However, a different set of selection criteria are provided in Section 5.0 on page 16. Please confirm which criteria take precedence.

Answer: It is the City's intent that Attachment J will be used to select Consultant to consider for the short list. The interviews for the short list firms will use the criteria shown in section 5.0, and individual project assignment selections will use section 5.2.

32. Question: Section 4.1 on page 15 requests that proposals include all items listed in Section 3.4 above; was this meant to be Section 3.5?

Answer: That is correct.

33. Question: Should the Required Elements in Section 4.2 be included directly behind the items requested in Section 3.5?

Answer: 4.2.1, 4.2.2, and 4.2.3 should be included following the Scope of Work, 4.2.4 should be included where directed by 3.5, 4.2.5 should be included at the end of the proposal, and 4.2.6 should be included where directed by 3.5.

34. We are responding to the On-Call Term Contracts for Consulting Engineering Firms RFP. Our firm is an integrated A/E firm. In addition to our engineering information, would information about our architecture services be appropriate or helpful for this RFP?

Answer: No.

Additional Information & Clarifications

- Public Works and Public Utilities are fundamentally different departments. Public Utilities has nine zones in the water system that they are always monitoring.
- Public Works will be handling selection of firms for contract Groups #1 – 8 and Public Utilities will be handling selection of firms for contract Groups #9 – 12.
- Larger projects will not be handled through these contracts, and will be pulled out and bid out separately.
- Included in Group #1, part 2 Structural (Other) will also be parking decks. For item (ii), the City is currently developing a schedule now, as we are beginning to build more retaining walls ourselves and need a better tracking system.
- Group #2 may also include project inspections.
- Group #3 will also include parking decks. All of the Structural Design included in this group will be for standalone structures only.
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- Group #9 we are now drafting a Water System Management Plan (Project Manager: David Gray) and will need a consultant to help develop the plan and optimize the system going forward. This group will be more strategic (1-3 years out).
- Group #10 we have drafted a Sanitary Sewer Plan (Project Manager: Jamie Foltz), of which the draft is available online. The City will need a consultant to look at the big picture strategic plan (1-3 years out).
- Group #11 the City has 32 remote sites with a central hub and a proprietary SCADA system, which is maintenance now under a proprietary contract. We have a fully robust, single proprietary SCADA system which is almost totally radio based. We would need a consultant to help with planning and developing a master plan for the system (5 years out).
- Group #12 is more tactical. The City generally averages \$500,000 to \$1 million in construction activities each year through this group, including asset management, condition assessment, cash cycle replacement, etc. The items in this group will be frequently needed 2-3 months out and will be more tactical in their implementation.

- The Public Utilities Department has five project managers who manage their own CIP budget.
- The page limits apply to “PER GROUP”. For example, 4.2.1 requires 2 pages or less per Group, so if your company is submitting for all 12 groups, you may have up to 24 pages. Be sure to tab out each group so it is clear.
- If your company is submitting for more than one Group, we may have one discussion with the firm about all of the Groups that were submitted for.
- For the individual project assignment, the City intends to provide a Scope of Work to the vendor, and they will respond back with a plan, schedule and estimated man hours, then the department will make a formal selection for that project.
- Some federally funded projects may be needed under this contract, which would include things such as pre-award audits, DBE requirements, etc. This will be addressed at the time the project is assigned.
- The resumes you provide should be for key personnel that City staff will be working with regularly on assigned projects.
- If your firm is selected for the short list discussions, expect to send the key personnel that City staff will be working with regularly on assigned projects. They must be the ones to present. It is extremely important to relate with the project manager.

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

Authorized Signature

By: Pat Hilliard, CPPB
Procurement Manager