



**ADDENDUM #1**  
**REQUEST FOR PROPOSALS**  
**No. 2015-018**

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**Effective:** March 31, 2015

**Project:** Professional Engineering Services for Various Watershed Improvement Projects

**Issued By:** Wes Rhodes, Procurement Manager   
City of Gaithersburg  
Division of Procurement  
31 South Summit Avenue  
Gaithersburg, Maryland 20877

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Below are all of the questions submitted by Bidders and the City's answers thereto for the above referenced project. The City is not responsible for the content of the questions and has provided the most comprehensive answers based on its interpretation of the questions. Duplicate questions are shown and answered only once.

**Q-1: Was this Solicitation previously advertised or awarded?**

A: No.

**Q-2: If two firms JV (Joint Venture) do both firms have to have 8 years of experience?**

A: Joint Ventures are not permitted under this Solicitation.

**Q-3: Our firm was established in 2009, which only puts us at 5 year in existence; however all of our key staff has more than 8 years' experience - would this disqualify us from getting the contract if we submit a proposal?**

A: The Key Staff requirement is separate from the Firm Experience and Capabilities requirement. Under the Firm Experience and Capabilities section on page 5, the Offeror is to "include a definitive statement of qualifications, which demonstrates a minimum of eight (8) years of experience providing services similar to the Services under this Solicitation."

**Q-4: The RFP states that the total amount of the contract will be \$650,000 - Is that for each consultant?**

A: It is the intent of the City to award a single Contract to up to five (5) Offerors, with the aggregate amount awarded to all Offerors not exceeding Six Hundred and Fifty Thousand Dollars and Zero Cents (\$650,000.00) in any term of the Contract.

**Q-5: Under Section 7, Special Terms and Conditions, the RFP states that performance and payment bonds will be required. This is customary for General Contractors but not customary for professional engineering consultants. Will this be deleted from the requirements?**

A: Refer to Amendment #1 on the City's procurement webpage.

**Q-6: If a number of contracts are awarded, how will task orders be assigned: on a rotation basis? Will each task order be offered to and bid by the contract awardees?**

A: No, Task Orders will not be assigned on a rotation basis. Task Orders will be offered to all Contractors (i.e. the contract awardees who enter into a Contract with the City).

**Q-7: Is there a goal/requirement for MBE/WBE participation?**

A: No.

**Q-8: Do you have a list of consultants that are pursuing this opportunity or a plan holder's list for sub-contractors who are interested in teaming opportunities?**

A: A list of consultants that are pursuing this opportunity or a plan holder's list for sub-contractors who are interested in teaming opportunities is not available. Information regarding submitted proposals will be available after the submission deadline.

**Q-9: Please confirm that there is not a pre-bid meeting?**

A: There is not a pre-bid meeting for this Solicitation.

**Q-10: Have you hired consultants in the past for this type of work, and if so, who are the incumbents?**

A: Yes, the City has previously hired consultants to perform this type of work. These consultants include, but are not limited to:

- ↳ Charles P. Johnson & Associates, Inc.
- ↳ Versar, Inc.
- ↳ URS Corporation
- ↳ Gutschick, Little & Weber, P.A
- ↳ RK&K, LLP.
- ↳ Biohabitats, Inc.

**Q-11: Is this project exclusively for Prime Contractors who can subcontract certain tasks out? Can a small business enterprise just bid and perform tasks that are in their area of specialty? (For example, can a firm specializing in Surveying Services perform only the surveying portion of the project as a Prime or do they have to team up with a prime consultant as a sub consultant?) Or would the City hire only firms that are qualified to perform all of the services listed under Section 8 of the RFP?**

A: It is the City's intent to the Contract to up to five (5) Offerors who can provide comprehensive professional engineering services for various Watershed Improvement Projects. Should the Offeror lacks any specialty, the means of retaining the skills to fulfill this specialty must be outlined in the Technical Proposal.

**Q-12: Are the hourly rates required for the Part B Price Proposal on page 7 our billing rates for those positions rather than the raw labor rates for an individual?**

A: The hourly rate provided shall be the billing rate to the City for the providing contracted Services.

**Q-13: Does the five page limit on the Firm Experience and Capabilities (Section 4.1.A.II) include the three projects to be described?**

A: Yes.

**Q-14: Is three (3) the maximum number of projects that can be included?**

A: Yes.

**Q-15: Can the Contract Manager be the same person as the Alternate Project Manager?**

A: No.

**Q-16: Should the additional services listed on page 29 of the RFP be priced? Is so how would you like them included?**

A: No.

**Q-17: Under Section 6.13 Optional Goods and/or Services; are any optional goods or services included in this RFP?**

A: No.

**Q-18: Can charts and graphs be included on 11 x 17 pages and Z folded to 8 ½ x 11?**

A: Yes.

**Q-19: Under Section 1: Definitions; the definition of Basic Services appears to be incomplete.**

A: Refer to Amendment #2 on the City's procurement webpage.

**Q-20: The key staff requirement of the RFP requests both a primary and alternate project manager. If the rates for these project managers are covered within the Project Manager rate as to be supplied on the table on page 7 of the RFP, then what is the intent for the Contract Manager team member category?**

A: The intent of the Contract Manager category is to address contractual matters including, but not limited to: billing inquiries, coordinating additional services, etc.

**Q-21: Under Section 7.4 Grant Funded Projects; there may be unknown conditions associated with grant funding; will a successful Offeror be allowed to decline to respond to a Task Order funded in whole or in part by a grant with conditions that the Offeror considers onerous without penalty?**

A: It is the City's intent to receive Task Order Proposals from all Contractors. A direct penalty will not result from a Contractor declining to respond, but the Contractor's performance will be considered prior to contract renewal.

**Q-22: Under Section 7.6 Permits and Licenses; Will the City pay or reimburse for permit fees required by: the federal government, the State of Maryland, Montgomery County, Natural Resources Conservation Service, Washington Suburban Sanitary Commission, or other agencies?**

A: The City shall reimburse project-specific permit fees.

**Q-23: Under Section 8.2 Basic Services, II. Surveying; will the City, at its sole expense, provide a title report for any properties involved in a Task Order?**

A: No, the City does not intend to provide, at its sole expense, a title report for any properties involved in a Task Order. In the event the City requires a title report as part of a Task Order, that cost shall be included in the Task Order Proposal as a direct cost.

**Q-24: Are we able to have page headers and footers outside of the 1" inch margin for text?**

A: Yes.

**Q-25: We planned on binding the hard copy portion of the submission. Would you like the original unbound for ease for reproduction?**

A: All hardcopies should be secured in a fashion to maintain page order during review. The City does not have a preference in the method as long as rubber bands are not utilized.

**Q-26: Is there a limit to the number of key staff resumes that can be included?**

A: No.

**Q-27: Is there a limit on the number of Key Staff that can be presented in the proposal documents?**

A: No.

**Q-28: Is there a page limit per resume?**

A: Resumes shall be no more than one (1) page per individual.

**Q-29: Are all Principal Team Members listed on Page 7 of the RFP considered Key Staff, and therefore are required to be resumed and identified in the Staff Plan?**

A: Refer to Amendment #2 on the City's procurement webpage.