



**ADDENDUM #2**  
**REQUEST FOR PROPOSALS**  
**No. 2015-024**

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**Effective:** July 20, 2015

**Project:** Architectural, Engineering and Other Related Services

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

The purpose of this addendum is to publish the questions asked by Offerors and the City's answers thereto for the above named project.

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**Q1. On Page 27, the three (3) business days that is reference is that meant to be the duration that the selected contractor has to submit a proposal in response to a task order request?**

*A: The three (3) business days identified in Section 7.2A is for the A/E to respond to the City that it has acknowledge the Task Order Request and for whether the A/E will bid or not bid on the Task Order. Within the Task Order Request will be the desired duration to complete this task.*

**Q2. Section 5: Team Qualifications. There appears to be no page limit for the 'portfolios' of the project managers. Is this correct? The project works included in these portfolios are in addition to the 5 key projects submitted for the firm – correct?**

*A: There is no page limitation as part of this portion of the technical proposal as this will vary from Offeror to Offeror. The projects listed as part of these portfolios can be either in addition to or the same as the 5 key projects.*

**Q3. References. References/contacts are requested for each of the 5 key projects submitted in Section 5. Six references are also requested in Section 8. References are also requested in Section 9. Are 11 unique references actually required, and should they appear in all three of these sections? A reference form is identified, but no form is in the RFP package.**

*A: For the five (5) projects provided as part of Section 4: Firm Qualification, Experience & Capabilities a reference name, Job Title, contact number should be include as part of the project summary being submitted.*

*For the six (6) references that are required as part of Section 8: References these should be separate from those submitted in Section 4. The Reference form that was identified was left out of this solicitation package. It will be uploaded to the city website as an either an addendum or amendment.*

*The References as identified in Section 9, was used as an identification of the form that is required as part of your technical proposal. As stated above this form was excluded and will be provided via the City's website under this solicitation.*

**Q4. Section 8.5 is referenced, but not found in the document.**

*A: The reference to Section 8.5 should be corrected to Section 7.2 Task Order & Schedule Requirements.*

**Q5. Section 4: Firm Qualifications. Is a copy of our firm license sufficient?**

*A: It is up to each Offeror to determine how they wish to answer this requirement, it could be as simple as providing your firm's license depending on how each Offeror would like to answer the requirement*

**Q6. Is a firm/team at a meaningful disadvantage if we do not have specific experience in the City of Gaithersburg? How will this be weighted in the evaluation of teams?**

*A: There will be no disadvantage to any firm if they have no specific experience in the City of Gaithersburg. In a previous iteration of this solicitation experience within Gaithersburg and Montgomery County, Maryland were included, but to open of the pool of potential Offerors these requirements were removed from the final solicitation.*

**Q7. Can the Executive Summary be the cover letter?**

*A: Yes*

**Q8. Page 11. Some reimbursable expenses appear to be allowable. At the pre-proposal meeting, we were told that no reimbursable items at all would be allowed. Which is correct?**

*A: I was mistaken during the pre-proposal meeting when I spoke about this requirement. You are correct in your reading that non-labor costs can be included and will be allowed at cost provided that receipts for these services can be provided as back-up documentation for invoices. What the intention was when I included all ODC was more specifically related to no payment will be made for travel related expenses for or miscellaneous non-labor costs that could be factored into a firm's labor rates.*

**Q9. Part B: Price Proposal. Does Attachment A refer to the 'Price Proposal Sheet' starting on pg 51 of the RFP? This sheet is requested in Section 9 of the Technical Proposal. Is this correct? Do we submit rates in both places?**

*A: Section 9 is intended to include all the forms from Attachment A that were not included somewhere else in the technical proposal, however all the forms in Attachment A were included in this list. The list of forms identified on Page 10 should have the following crossed out: Price Proposal Sheet and References as the Price Proposal Sheet will be submitted as part of Part B: Price Proposal and the Reference Form will be part of Section 8 of the Technical Proposal.*

**Q10. In reference to Category K. Owner's Construction Management Representative Services on page 35, are the types of projects and services listed in this category related to vertical construction or is it more horizontal?**

*A: It could be both depending on which type of project the City is working on. At times the City is managing numerous projects that exceed the capability of our in-house staff to manage. So based on this need supplemental staff maybe be required for time to time.*

**Q11. We are to submit hourly rates with our initial proposal, yet if ultimately selected we still need to bid each task order. I'm not sure of the point in this? What it means is that we could go through all the effort to win the contract, yet potentially never get a single project. I would suggest negotiating each task order vs competitively bidding them. After all, that is typically the point of "task order" contracts. Will you consider changing this?**

*A: As part of your proposal the City is asking for a complete hourly rate schedule to be submitted. The City's view on this "Task Order" contract is very similar to JOC type construction contracts. Just because a firm's hourly rate is known, your duration (# of hours to complete) is not known. So this is why each Task Order will be bid / negotiated among the awardees of the contract. As part of the award of the contract consideration from the City will be provided to each firm selected as part of the contract. Currently this consideration amount is not to exceed \$500.00.*

**Q12. Liability insurance of \$5 million on very small projects is way out of the normal range. This will likely increase the A/E fees and give an unfair advantage to very large firms. \$1 million would be more appropriate in my experience. Would you consider re-evaluating this?**

*A: The minimum amount of the Commercial General Liability Insurance will be reduced (by amendment) to \$1,000,000.*

**Q13. You call for Liquidated Damages of \$500 / day and also stated that the purpose was as a "penalty" and not based upon actual damages or loss to the City. My legal counsel advised me that liquidated damages must be based on actual damage and are not enforceable if simply imposed as a penalty. Would you consider consulting with your legal counsel on this and modifying this requirement to be in compliance with local laws?**

*A: The City's Legal Counsel has reviewed this question. As stated previously, the City believes that for at least 80% of all work under the contract, a Liquidated Damages clause will not be included in a task order. However, when included, the City would incur actual and monetary damages. The purpose of this clause is not to be as a penalty.*

**Q14. Can you please provide some clarification: Is it possible for us to propose a team of consultants and utilize the consultants to provide services in additional categories? You have mentioned showing all in house services or joint-venturing to show capabilities, is it possible to add consultants?**

*A: Yes, consultants are allowed and would be classified as sub-contractors and would have to be listed in Section 6 of your technical proposal.*

**Q15. Page 7 of the solicitation (Section 4: Proposal Preparation and Submission Instructions; subsection 4.1, part IV. Section 3: Understanding the City's Requirement) references "required response time(s) set forth in Section 8.5, Part A of this Solicitation". I don't see a Section 8.5 within the Solicitation.**

*A: As identified previously Section 8.5, Part A should now reference Section 7.2, Part A.*

**Q16. Page 10 of the solicitation (Section 4: Proposal Preparation and Submission Instructions; subsection 4.1, part IX. Section 8: References) states that there is a Reference Form in Attachment A which I cannot locate within the package.**

*A: As stated previously this form will be posted on the City's website as either an addendum or attachment to this solicitation.*

**Q17. On Page 7 of the solicitation it asks us to respond to Sections 8.2 through 8.7 for the understanding of the City's requirements. Can you please provide the correct Sections?**

*A: This section should refer to Section 8.1 through Section 8.4*

**Q18. Section 7.5 of the RFP in summary states that all work under the contract shall comply with the non-discrimination requirements of Titles II and III of the ADA. Would a competitor for this project gain an advantage by guaranteeing ADA compliance in all work (designs, assessments, etc.) if they were to utilize ICC (International Code Council) certified Accessibility Inspectors/Plans Examiners to review all work and certify as ADA compliant? The ICC certification is the only recognized official certification to establish ADA compliance expertise.**

*A: Just on this fact alone one Offeror would not gain a competitive advantage over the rest of the field for just offering this service. If one was to offer this service it would need to be part of Section 7.0 Other Relevant Information as part of their Technical Proposal.*

**Q19. Would the City entertain awarding one of the contracts under this RFP to a firm that specializes in ADA compliance and accessibility solutions to provide "extension of staff" expertise to the City project staff as an oversight function to ensure all work performed by all contractors was in compliance with the ADA?**

*A: This service would be included under the services the City would be seeking under Category "K" on page 35 of the solicitation.*

**Q20. Does each sub consultant need to meet the stated insurance requirements, or are these requirements just for the prime?**

*A: See Section 7.10(D) of the Solicitation.*

**Q21. Are sub consultants required to complete the price proposal sheet (included in Attachments) or are they to only require completing the hourly rates table, detailed on page 11, for their respective disciplines?**

*A: If you are proposing to use a contractor to complete any part of this RFP, their pricing information must be included as part of the hourly rate table. If an Offeror plans to use a subcontractor to perform work in a Category that the Offeror is not proposing to do any work in the subcontractor pricing must be supplied on the price proposal bid sheet.*

**Q22. Where is the hourly rates table, detailed on page 11 of the RFP, to be included in the submission for both the prime and subs?**

*A: Each Offeror is to provide their own in both MS-Excel Format and Adobe PDF.*

**Q23. Is it permissible to submit ongoing projects as part of the required five projects in Section 4: Firm Qualifications, Experience, and Capabilities?**

*A: Yes*

**Q24. As an owner of an Architectural firm I will be submitting for Category A. Should I submit once, with only my qualification, or should I also have the engineers I typically use for any task as part of my team? Or should I submit twice. One, alone. Second, with my consultants?**

*A: If you are submitting an Offeror as a standalone contractor then you would not have any information in your subcontractor section of the technical proposal. However, if you are submitting a proposal with subcontractors/sub-consultants in your proposal they need to be identified in your technical proposal under the subcontractor section and their labor rates need to be on your submission of your complete hourly rate table. If your subcontractor will be exclusive providing service under one of the bidding categories then your proposal all needs to have a bid sheet submitted for that category of work as well.*

**Q25. Under the Surveying Services category on page 34 of the RFP, "Project Cost Estimate" is listed. Since this is typically a civil engineering task, could you please clarify the expectations of services that will be requested?**

*A: There may be times where the City of Gaithersburg reaches out to a firm in this category to provide cost estimates for surveying project costs for projects for/in 5-year Capital Improvement Project Program that the City is looking for rough order cost estimate information for budgeting purposes.*

**Q26. In reference to Page 17, "6.10. INTEREST IN MORE THAN ONE PROPOSAL AND COLLUSION," if the firm is going after one of the categories as a prime, are they able to subcontract on another firm's team?**

*A: No, a company may not submit a proposal as a prime contractor and then act as a subcontractor under another Offeror's proposal.*

**Q27. If a firm is submitting on a few categories, but not all, could you confirm that the City would prefer separate proposals for each category for which they are submitting.**

*A: For all categories that a firm is submitting for must be included in one proposal. The only additional requirement is that a bid sheet is required for each separate category that the firm is bidding as there could be different hourly rates associated with each category.*

**Q28. Section 2, Section 2.1 (Introduction) Does the City intend to award a Task Order to whichever contractor the City deems most qualified without a competitive bidding process among the group of pre-qualified contractors? In other words, does the City intend to select only one Contractor for each category? If multiple contractors are selected per category, then what criteria may be applicable for selecting a Contractor for a Task Order within a given category? Please clarify.**

*A: The City currently plans to competitively bid among two or more firms that have been awarded the contract if awardees of the contract have offered services under the same category. (For example if two or more awardees of the contract have offered Architectural Services as part of their bid, then the City plans to competitively bid all Architectural jobs among those firms for the best price, shortest duration). However, based on qualifications and experience the City has the right to select an awardee for any Task Order work under the contract.*

**Q29. Section 4.1 (Proposal format and Content) Please advise if there are any strict requirements regarding the Font, Spacing and Margins for page composition. If not, is there a minimum-maximum range (For font size) applicable?**

*A: APA Formatting and Style Guide shall be used as the basis for your Technical Proposal, with the following deviations being allowed:*

- Single-spaced pages may be used in lieu of double-spaced*
- Arial Font may be substituted for the Times New Roman*

**Q30. Section 4.1, Part A, III (Section 2: Approach and Work Plan) Please confirm if the work plan required is intended to provide the projected staffing level over the total timeline (Long term) of the contract, and not specifically tailored to a hypothetical project's lifespan (Short term).**

*A: The intent of the City under this section is to see the Offeror's projected staffing or current staffing for the contract over the total term of the contract.*

**Q31. Section 4.1, Part A, IV (Section 3: Understanding the City's Requirements) Please clarify references to "Section 8.2 through 8.7 of this Solicitation" a It appears Section 8.4 is the last Subsection in the Solicitation. Sections 8.5 through 8.7 are not found.**

*A: See answer to Question #17 above.*

**Q32. Section 4.1, Part A, IV (Section 3: Understanding the City's Requirements) Please clarify references to "set forth in Section 8.5, Part A" a It appears Section 8.4 is the last Subsection in the Solicitation. Section 8.5 is not found.**

*A: See answer to Question #17 above*

**Q33. Section 8.1 (Required Categories of Architectural and Engineering Services) If a Contractor is qualified for more than one category of services required, is the Contractor allowed to submit qualifications for each category? If yes, is the Contractor required to provide a bid sheet for each category the Contractor is bidding for within the same proposal, or two separate proposal packages, one for each category?**

*A: See answers to Questions #24 and #27 above.*

**Q34. Section 6.38 (Subcontractors) In general, does the Solicitation require that the Contractors must identify, and pre-select all potential Subcontractors prior to submitting their proposal to the City? Additionally, if the Contractor is competing to qualify for a given category, then what is the anticipated functional role of the proposed Subcontractor?**

*A: With regard to the solicitation "Subcontractors" are consultants the Offeror would be using to complete services for any given Category of Service they are bidding on.*

**Q35. Section 5.3 (Evaluation Criteria) Does the City intend to articulate on the scoring percentage (weightage) associated with each Evaluation Criteria?**

*A: No the City does not plan to provide this information for the fear that Offeror's will tailor their proposals based on the percentages of each evaluation criteria. For the purposes for your proposals assume that all the evaluation criteria listed in Section 5.3 are of equal weight.*

**Q36. Section 7.6 (Contract Term) Is there any allowance for price escalation related annual rate adjustment during and after the initial term?**

*A: No*

**Q37. I do apologize for submitting a duplicate question, but I want to confirm that we are compliant with the RFP requirements. One of the pre-proposal meeting attendees indicated that an ala carte approach was acceptable and that the all-inclusive proposal was not required. May we submit a proposal for only a few of the categories or is a full team required to cover all of the categories identified in the RFP? Can one firm submit multiple proposals for different scope of work categories?**

*A: Yes*

**Q38. In Section 4.1, Section 3: Understanding the City's Requirements, it details how firms must demonstrate their understanding of the City's needs as set forth in Sections 8.2 to 8.7, however in the solicitation Section 8 only has 4 sub-sections (8.1 to 8.4). Could you please provide some clarification on this?**

*A: See question #17 above.*

**Q39. In Section III of Part A: Technical Proposal (Section 4.1), the solicitation asks firms to provide an approach and work plan that relate to the scope of services outlined in Section 8. Are firms required to address all of the listed categories in Section 8.1 or only those in which it maintains expertise and would hope to be considered for on an as-needed basis? Similarly, can a firm only be considered for projects in those categories it addresses in its Technical Proposal?**

*A: This section of the proposal should address only those categories in Section 8.1 that you are bidding on.*

**Q40. Is it recommended that a firm provide one project profile per Scope of Work category in Section 8?**

*A: Each Offeror is limited to the requirements as outlines in Section 4.1 Part A V, which is 5 project profiles with each profile not exceeding one page each.*

**Q41. Section 6.13 [page 18] & Section 7.4 [page 28] In the situation that a need for optional projects, goods and/or services arises, are active Contractors with the City considered first, before continuing onto new Offerors? (i.e., the 5 Contractors selected through proposal 2015-024)?**

*A: The City usually considers vendors currently under contract first when additional requirements arise due to the efficiency of getting the new requirement under contract. However, this will be reviewed on a case by case basis depending on the requirement for the additional project or services.*

**Q42. Section 7.2, part B [page 27] – clarification of this requirement Will the schedule format’ mentioned in section 7.2, part B, be provided to the firms prior to the contract? Additionally, will they differ for each Task Order?**

*A: The schedule format is identified on page 19 of 27 of the attached “Design Quality Control-Process & Deliverable Manual”. The City’s estimated duration for each Task Order will be a component of the Task Order Request form that would be submitted to the awardees when the City requests a Task Order Proposal for a specific project.*

**Q43. Section 7.10, part D [page 30] – For each subcontractor, does the need for this Professional Liability Insurance need to be procured by the Submission Deadline (7.27.15), or by the subcontract date?**

*A: All insurances that are required by this solicitation will be required for all parties by the time the contract would be awarded which is anticipated to be August 31, 2015.*

**Q44. Section 4.1 B, Price Proposal [Page 10; Price Proposal attachment] Can the General Pricing formulation Price Proposal Sheet be used for each category of service referenced above [in Section 8]?**

*A: A separate Price Proposal Sheet is required for each Category that an Offeror is planning on bidding on, unless all the labor rates will be the same. If so, this would need to be stated on the Price Proposal Sheet.*