



ADDENDUM #1

REQUEST FOR PROPOSALS

No. 2018-002

Effective: August 11, 2017

Project: Engineering Services For Capital Improvement Infrastructure Projects

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Gaithersburg, Maryland 20878

This addendum (“Addendum”) is incorporated into and made part of the above named Request for Proposals (“Solicitation”). The purpose of this Addendum is to publish the questions submitted by Offerors in response to the Solicitation and the City’s answers thereto. The City is not responsible for the content of the questions and has provided the most comprehensive answers based on the interpretation of the questions.

Q1. Are there any DBE, MBE, or WBE requirements?

A. No.

Q2. Can a firm be both a prime and a subcontractor on the same category or sub-category?

A. No, but a firm can be a prime in one category and a subcontractor on another category.

Q3. Who are the incumbents?

A. There are none. This is a new contract.

Q4. If a company submits for multiple categories, do they need individual submissions for each or can the submission be for the multiple categories?

A. A company participating in multiple categories can submit their proposals as one proposal package by distinctly separating each category. See Sections 4.1 and 4.2 for additional information.

Q5. Is the City awarding two contractors for each sub-category?

A. Per sub-section 6.8, the City's intent is to award to two firms in each category. The City may select only one firm for any of the subcategories. See Amendment #1.

Q6. How will tasks be assigned?

A. Please see sub-section 7.7 D and Amendment #1.

Q7. Is there a not to exceed amount for each contract?

A. No, but for individual project's task orders not to exceed hours may be specified. Please see page 23 of 41 B. Task Order Proposals.

Q8. Does Category B include buildings?

A. No.

Q9. Will the sign-in sheet be available on line?

A. Yes, the sign in sheet has been posted on the City's Procurement Site.
<http://www.gaithersburgmd.gov/government/procurement/current-bids/rfp-2018-002-engineering-services-for-capital-improvement-infrastructure-projects>

Q10. Under the hourly rate amount – is it per specific individual in each job classification or an average of all?

A. The staff list shall be as detailed as possible, see the example below. However, if two registered Civil Engineers are needed for a category/subcategory, then the average salary of the two will be quoted instead of listing both Engineers.

Staff Title	Hourly Rate
Project Manager(PE)	
Civil Engineer(PE)	
Civil Engineer (EIT)	
Licensed Surveyor	
Survey Technician	

- B. The proposed staff list on the Price Proposal Form shall match with the proposed staff list on the Staff Proposal Form.
- Q11. Can the City provide a breakdown of the evaluation criteria and weighting analysis?**
- A. The City does not provide this information.
- Q12. Is this to be submitted as one package or two (price and technical proposal)?**
- A. One sealed bid submittal package which contains a sealed price proposal and a sealed technical proposal will be acceptable. Two separate packages will also be acceptable. See subsection 4.1 for more information.
- Q13. Is there a page number limit? Do we need to include all resumes of proposed staff??**
- A. No page number limit, but brevity is desired. Yes, all resumes of the proposed staff shall be included in the proposals. Please see page 6 of 41 subsection 4.1.V.2 Staff Experience and Qualifications for more information.
- Q14. Structural question-high mast; Is this a full hands on inspection or an alternate inspection?**
- A. Generally hands-on inspections are anticipated. However, the details of the inspections requirements will be provided in the individual task orders. Please see page 31 of 41 – Design Services for more information.
- Q15. In reference to Q14 high mast question, in which category are high mast arm poles; structures design and Inspection or traffic engineering category?**
- A. They are in the structures category. Please see Amendment #1.
- Q16. If more space is needed to list staff in the provided Price Proposal, can a Word document be used?**
- A. Yes, with the same table format.
- Q17. For each category, does the City expect resumes for each professional staff?**
- A. For each staff one resume is sufficient as long as it is clearly referenced to the other document.
- Q18. In lieu of listing 5 staff members with different hourly prices, can a range of prices be listed for a job classification?**
- A. A range of prices will not be acceptable. Please see the response for question #10.
- Q19. There will be no escalation, correct? Are costs static for contract duration?**
- A. Rate changes due to price escalation will not be considered. The proposed hourly rates will remain the same for the contract period as well as for the renewal period. Firms are

expected to take in to consideration this requirement when they compute the fully loaded staff hourly rates. See page 7 of 41, subsection 4.1 B. Part B: Price Proposal.

Q20. How many task orders per category?

A. Not known at this time.

Q21. Does the City has experience in or is familiar with open ended contracts?

A. Public Works Engineering Services does not have open ended contracts.

Q22. Concerning infrastructure design – will design be for water/sewer or just storm drain?

A. Water and sewer are under the jurisdiction of WSSC. Storm drain design will be included in this contract.

Q23. Can you clarify when questions are due?

A. Questions are due by July 31st. Answers for questions will be posted by August 11th.

Q24. Please confirm if we are able to provide sub-consultants on our team for the following services if we are only submitting to Category B:

**Hydraulics and Hydrology
Traffic Engineering
Roadway
Geotechnical
Environmental
Survey**

A. A vendor is not allowed to bid as both a prime and sub on the same category. Otherwise a vendor can be a prime on one category and a sub on other categories or subcategories.

Q25. As mentioned in the pre-submission meeting, please confirm that we can add additional sheets to the price proposal form.

A. Please see the answer for question #16.

Q26. Should we anticipate underwater inspection will be required for Category B?

A. City owned and maintained bridges are short span bridges/culverts. If it is necessary, the selected consultant will perform underwater inspection.

Q27. Do the inspection services of Category B include NBIS inspection?

A. All short span bridges/culverts inspections and inspection reports shall generally conform to the National Bridge Inspection Standards. The requirements of the inspection and reporting formats will be specified on individual task order contracts.

Q28. Under Subcategory D-1, in lieu of a Certified Professional Soil Scientist reviewing and

classifying the soil, can a Professional Geologist or Professional Geotechnical Engineer licensed in the State of Maryland perform the soil review and classification?

A. Yes, a professional geologist and professional geotechnical engineer will be acceptable. Please see Amendment #1.

Q29. If we utilize drilling subcontractors to perform test borings and monitoring well installations, do we need to provide resumes for the driller and his work crew, just the head driller, or just a qualification for the overall drilling company?

A. Generally, RFP page 6 of 41, subsection 4.1 A.V.2. paragraph 2 will be followed. In this particular case, just the head driller resume will be acceptable.

Q30. For categories A-1 and D-5, these designs will require current and accurate survey information. Are we to assume that up to date survey information will be provided by the City prior to awarding the design task order or should our Price Proposal Form include survey related personnel for these categories?

A. The engineering service for category A-1 includes all data gathering for the design including survey. The staff list and price proposal shall include surveyor(s) needed for a typical roadway design project. Generally, the City doesn't provide survey information.

Q31. Following award, will the subsequent task orders end up being a negotiated Lump Sum fee?

A. Please see sub-section 7.7 D and Amendment #1.

Q32. Is this a re-bid of a previous contract? If so, who are the incumbents?

A. This is not a re-bid. See also the response for question #3.

Q33. Should subcontractor information be provided when a task order is given or in the technical proposal in response to this RFP?

A. The subcontractor information shall be provided in as part of the technical proposal of this solicitation. Please see page 6 of 41, subsection 4.1 A.V.2. paragraph 2.

Q34. Does a design task order end at pre-construction meeting or does it include any construction phase service?

A. Depending on the project, an engineering service of a project may include construction administration service. Please see page 27 of 41, subsection 8.1.A., subcategory A-1, Design Services.

Q35. Regarding staff rates, should we consider escalation factor for the next three years since the contract will be up to June 30, 2020?

A. See the answer for question #19.

Q36. If a firm can provide all of the services that might be required for a complete project

(e.g., bridge design, geotechnical exploration and engineering, surveying, roadway design, traffic engineering, etc.), but the firm is only awarded one of the categories (say category B bridge design), should we expect that the City would require the firm to work with other firms that were awarded a contract in the other categories to provide all the services or could the firm provide all of the services under their "bridge design" task?

A. Task orders will be issued only to the selected contractor(s) in that category/subcategory. Please see the response made to question #62.

Q37. RFP Section 8, page 30, Category b: Structures Design and Inspection, item #5 includes 67 high mast light poles in the City's structures inventory. However, the scope for Category C Traffic lists "inspection" of high mast light poles. Which category, B or C, does the City anticipate assigning inspection of the light poles?

A. See the response for question #15 and Amendment #1.

Q38. How will the price factor into the selection?

A. The selection will be based on both price and technical proposals. For price, generally, estimated staff percentage input from Staff Proposal Form and Fully Loaded Hourly Rates from the price proposal form will be used for each category price evaluation. The City may use different price evaluation approach depending on the nature of the service. Please see page 7 of 41, subsection 4.1B. Part B: Price Proposal and page 9 of 41 Section 5: Evaluation Criteria.

Q39. On the *Staff Proposal Form* and *Price Proposal Form*, please confirm that you only want categories with our proposed average billing rate for that category rather than listing by name individual staff members and their respective hourly rates.

A. Listing of individual staff names is not required. Please see the response for question #10.

Q40. How are the various selection criteria weighted?

A. Please see the response for questions #11, #10 and #38.

Q41. When in the selection process will the price proposals be opened and reviewed?

A. Both price and technical proposals will be opened simultaneously shortly after bid submittal.

Q42. Does the City anticipate projects/tasks not currently in the CIP?

A. The City follows the CIP budget but specific projects might not be listed in the CIP. FY18 transportation design projects are expected to be designed with this task order contract and also other procurement methods. For CIP FY 19 and FY 20, transportation design projects procurement will be procured mostly with this task order contract. However, task order contracts will be non-exclusive as provided on page 18 of 41, 6.34. Non-Exclusive.

Q43. Do they have tasks in the pipeline for 2018 and what are they?

A. Specific project info is not available to bidders. For related information, please see the response to question #53.

Q44. Where does the Category Selection form go in the proposal?

A. See Amendment #1.

Q45. Can a firm be selected for multiple categories / subcategories?

A. Yes.

Q46. How are tasks going to be assigned? (i.e. on a rotation basis or competitive bid for each task?) If competitively bid, will qualifications for a specific task be considered as well as price, or will they be strictly low bid?

A. Please see sub-section 7.7 D and Amendment #1.

Q47. If task selections are based on competitive scopes, will only the two firms selected for a given category be asked to submit task order proposals for any given task in that category or will you invite all of the firms receiving contract awards in any category to provide a task order proposal? In other words, can a firm selected for one category still compete for tasks that are in other service categories?

A. See the response for question #36.

Q49. Please explain how category D-5 Site Engineering Services differs from Categories A, B, and C. There appears to be significant overlap in the listed services.

A. As common in typical design projects most of the D-5 works can be part of a project engineering services and the prime consultant may hire a sub for the specific services. However, the purpose of the D-5 as a separate category is for any individual specialty area needs. For example, the City may need only a survey service for a particular road construction project for such need instead of issuing a task order for a roadway designer the City prefers to get the service directly from the firm selected for survey service. The same is true for other subcategories under category D.

Q50. Are contracts going to be awarded for sub-categories?

A. Yes, contract(s) can be awarded for subcategories. However, except subcategory A-1 Roadways & Street Design and A-2 Bicycle and Pedestrian Facilities Design, the City preference will be to award at a category level.

Q51. Can a company submit on only a sub-category (e.g.)?

A. Yes

Q52. Will Joint Ventures be allowed?

A. Yes, if formed before/for this bid and maintained for the contract period of any awarded contract.

Q53. What is the anticipated contract value of each contract or range in value of each contract?

A. Projects that may be performed under this contract have an estimated value as follows:

Engineering Services CIP FY 18,FY19 and FY 20 Budget Summary

Item No	Project/Category Name	CIP FY 18	CIP FY 19	CIP FY 20
1	Traffic Calming & Signalization	\$50,000.00	\$50,000.00	\$50,000.00
2	Street Reconstruction	\$75,000.00	\$0.00	\$75,000.00
3	Street Resurfacing	\$150,000.00	\$150,000.00	\$150,000.00
4	Sidewalks, Handicaps Ramps & Bike Paths	\$135,000.00	\$750,000.00	\$0.00
5	Street Lights	\$20,000.00	\$20,000.00	\$20,000.00
6	Bridges and Culverts		\$98,000.00	\$135,000.00
	Total	\$430,000.00	\$1,068,000.00	\$430,000.00

Q54. Are there currently incumbents for these contracts or sub-contract categories? If so, who are the incumbents?

A. Please see the response for question #3.

Q55. Can you please share a listing of the firms that currently hold contracts with the City in each of the professional service specialty areas?

A. Public information requests such as this can be made in accordance with Maryland Public Information Act. Requests for public information may be submitted online or you may submit a written request to the Custodian of Records at 31 South Summit Avenue, Gaithersburg, MD 20877 or email cityhall@gaitthersburgmd.gov or 301-258-6310.

Q56. Does the City prefer Offerors to submit separate bound proposal responses per each category?

A. Either can be bounded as one document with separator(s) or can be submitted as separate bound proposal for each category in one package.

Q56. Page 5 of 41; last line (3rd bullet) says “Describe the firm’s experience with similar projects.” How many projects can be included in the firm’s experience with similar

projects and how far back can we go in terms of the years?

A. See Amendment #1.

Q57. Page 6 of 41; says “Indicate whether or not the company has an organized practice addressing the requested scope of services, who formally heads such practice and where the person is located.” Can this person be an out of state employee?

A. Yes, this person can be an out of state employee.

Q58. Page 10 of 41; say “Offeror’s proposed hourly rates shall be fixed for the life of the Contract and all subsequent Task Orders resulting from the contract award of this Solicitation.” How many years of the current contract will the City issue and is there any extension anticipated after the end of this contract?

A. Per subsection 7.10 Contract Term, the contract shall be in force until June 30, 2019, and it will automatically renew for one (1) year term.

Q59. Is there a page limit on the Technical Proposal?

A. See the response for question #13.

Q60. Does the city prefer each Technical Proposal/Price Proposal be clipped/stapled and single or double sided prints?

A. The City prefers spiral bounds. They can be either single or double sided.

Q61. Can we submit Technical Proposal for two categories (example B and D) in one packet, with proper naming?

A. Yes.

Q62. Please provide a clarification on the City’s approach to dealing with projects that require services listed in two or more different Categories. If for example, there are test pits, soil/foundation/pavement borings, or utility designation services required for a Category A, B or C project, is a company submitting on those categories, required to provide the test pits, soil/foundation/pavement borings or utility designation services or will the City use companies selected for Category D to provide those services?

A. Firms under this contract with the City will only be authorized to provide the services described in the work category (subcategory) for which they were selected. Firms not selected for a work category will not be authorized to provide those services. In other words, task orders will be issued only to firms which were selected for that specific category/subcategory. In the example above, a Task Order will not be issued for companies selected for Category D nor the City requires A, B or C to sublet the geotechnical work to firms selected for category D.

~ END OF ADDENDUM ~