



Your Water • Your Environment • Our Mission

Procurement Department

---

4 County Complex Court, Woodbridge, Virginia 22195-2266 • Fax (703) 335-7954

September 3, 2024

RFP SA 2506 – Water Reclamation, Wastewater Treatment Plant, and Laboratory Engineering Services

**Addendum #2**

---

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

1. The due date for proposals is hereby extended until 10:00 a.m.(EST), September 19, 2024.
2. Questions and responses.

All other solicitation terms, conditions and provisions remain unchanged and in full force and effect.

**Acknowledgement:** Bidders/Offerors submitting a bid response for the above named solicitation shall take note of the following changes, additions, deletions, clarification, etc., in the Contract Documents, which shall become a part of and have precedence over anything shown or described in the Contract Documents, and as such shall be taken into consideration and be included in the Bidder/Offeror’s response. All other terms and conditions of the Invitation for Bid (or Request for Proposals) shall remain unchanged.

Bidders/Offerors must acknowledge receipt of this amendment by signing and returning this addendum with the bid/proposal response prior to the bid/proposal deadline.

---

**Authorized Signature**

**Date**

---

**Name Printed**

**Title**

---

**Company Name**

Direct all inquiries to [SAprocurement@pwcsa.org](mailto:SAprocurement@pwcsa.org)

**End of Addendum Number Two**

## **Questions and Responses**

1. **Question:** Can you please provide the incumbent firms for this contract?

**Response:** The incumbent firms are HDR Engineering, Inc. and Hazen and Sawyer.

2. **Question:** We are excited to see the RFP issued; however, based on our experience with an existing contract with Prince William Water, we need to know if a 3.3 multiplier or potentially better be permitted to cover the unallowed cost of table 2 in the contract? During the last negotiation, we were told no multiplier at or above a 3.0 would be accepted.

**Response:** The multiplier will be negotiated prior to award.

3. **Question:** According to the RFP, the due date for this proposal is 9/9/2024 at 10:00AM. This particular date falls during the WaterJAM conference. Is it possible to extend the date of submittal to the week of 9/16 to avoid conflicts with conference preparations?

**Response:** The due date for proposals is extended until 10:00 a.m.(EST), September 19, 2024.

4. **Question:** Will a full list of attendees from 8/13/24 pre-bid meeting being posted as an Addendum?

**Response:** This is posted on our website at [Solicitations | Prince William Water](#).

5. **Question:** RFP page 31, Tab 7 (B). Could Prince William Water elaborate on the expectations for this sub-section? We are pleased to provide, but mindful of not creating redundancy with other sections if not wanted or needed.

**Response:** If there is information that is beyond what was specifically requested in this RFP, and such information will help Prince William Water evaluate your firm's qualifications, fitness, and abilities, include it in this section.

6. **Question:** RFP pp 31-32, Section 7(H) Insurance. Please confirm original, signed certificate of insurance is not required as part of proposal package submitted on 9/9/24. We understand original, certified documentation shall be filed with Procurement Manager before notice to proceed.

**Response:** Correct. Proof of insurance capabilities must be included in your proposal package. A certificate of insurance meeting the insurance requirements in Attachment B, Required Insurance Limits, will be required if awarded a contract.

7. **Question:** RFP p 30, Tab 6 - Subconsultants. In an effort to be fully compliant with RFP, please confirm Prince William Water is requesting the same Subconsultant information in multiple locations. Tab 6(A) for example, could be duplicative of information provided under Tab 1 - Section F. If this is true, how might this impact page limitations (e.g., Firm History is currently limited to 3 pages, but is this for Prime, or Prime and all Subconsultants?)

**Response:** Tab 1 – Section F is for information about the Consultant only. Tab 6 – Section A is for information regarding Subconsultants. The three page limit is per firm, whether it be the prime Consultant or Subconsultants.

8. **Question:** Due to the significant amount of unique requirements requested of the prime respondent and its subconsultants within the RFP, and the amount of time that offeror's will need to prepare the information, please consider extending the due date by at least two weeks to allow us to be fully responsive to Prince William Water's requirements. If acceptable, a timely notification of extension would be appreciated.

**Response:** The due date for proposals is extended until 10:00 a.m.(EST), September 19, 2024.

9. **Question:** On RFP p. 22, Section I, 3, the text states: *"You should include on the USB Thumb Drive in addition to all of the required Proposal Package submittal information, a text "INDEX" file that lists all files on the USB with the complete file name (filename plus extension) and a concise written description of what is included in the file."* d) states that: *"You should submit pictures, photos, and/or drawings in JPG, BMP or GIF formats"*. Is it Prince William Water's intent that the offeror should include every single photo included in the proposal package as a separate file on the thumb drive? And if so, is it your intent that we include a description of each file on the Index? If individual photos are desired, is it acceptable for the offeror to describe the photos on the Index generally for all, instead of individually?

**Response:** No. We are not asking for individual photos with separate names. Photos embedded in a proposal can remain so, as long as the entire digital document, inclusive of photos, is included with a file name and brief description of the file. Example: "XYZ Proposal in Response to RFP SA 2506. SA2506\_Response.docx."

10. **Question:** On RFP p 23, Paragraph 6.4.G – Please clarify if this request is for the negotiation team for the Basic Ordering Agreement or for individual task orders or both? Please note if it is for individual task orders, the negotiation team may be different depending on the work involved and any modified terms and conditions of the contract.

**Response:** We are requesting the names and titles of the people that will be negotiating the contract terms and conditions prior to award.

11. **Question:** On RFP p 28, Paragraph Tab 2 – Evaluation Criteria – Paragraph D this paragraph, sub paragraphs, except 3 through 5, appear to be related to a Construction contract or a Design/Build contract. Please clarify if it is necessary to respond to these criteria. If it is necessary, please identify what material and equipment are being referred to throughout the paragraph and the intent of the evaluation of these criteria considering the general nature of the Scope of Work in Attachment A.

**Response:** Yes, it is necessary. Materials and equipment may include items relatively unique to your organization. For example, specialty surveying equipment, materials and equipment used to conduct destructive or non-invasive condition assessment of pipes, drones for

conducting fly-overs of potential project sites, and any other engineering or surveying aids available to your staff for enhancing or expediting engineering analyses.

- 12. Question:** On RFP p 28, Tab 2 – Paragraph D Sub paragraph 8 – The Scope of Work in Attachment A is general in nature. As such, please clarify the approach to response of innovative technologies – are these intended to be management technologies or treatment technologies that may or may not be applicable to the H.L. Mooney WRF?

**Response:** Innovative technologies may include specialty surveying equipment, 3D scanning equipment, augmented reality, large format 3D printing, materials and equipment used to conduct destructive or non-invasive condition assessment of pipes, drones for conducting fly-overs of potential project sites, and any other innovative engineering or surveying aids available to your staff for enhancing or expediting engineering analyses.

- 13. Question:** On RFP p 29, Tab 2 – Paragraph D Sub paragraph 9.ii.a 4th bullet – This appears to be applicable to a construction contract. Please clarify the equipment and material relationships desired to be discussed.

**Response:** Materials and equipment may include items relatively unique to your organization. For example, specialty surveying equipment, materials and equipment used to conduct destructive or non-invasive condition assessment of pipes, drones for conducting fly-overs of potential project sites, and any other engineering or surveying aids available to your staff for enhancing or expediting engineering analyses.

- 14. Question:** On RFP p 29, Tab 2 – Paragraph D Sub paragraph 9.ii.a 5th bullet – Please clarify if the intent is to describe how the Basic Ordering Agreement will be managed or a specific task order will be managed?

**Response:** We envision a project management information system (PMIS) to apply at the Task Order level, although some projects may require more than one Task Order to complete. In the case of the latter, we would expect the overall project plan to include all anticipated work elements and these elements would be planned out and reflected in the Offeror's PMIS.

- 15. Question:** On RFP p 29, Tab 2 – Paragraph D Sub paragraph 10 – Please clarify the desires of this paragraph as it appears to be related to construction subcontracts and not design subconsultants.

**Response:** It is possible that a Task Order could be issued under this RFP that would require a consultant to act as our Owner's Representative or third-party engineer to a proposed or on-going construction project. We are interested in understanding what, if any, experience the Offeror has in providing such services and in managing the engineering or construction work of other consultants and contractors.

- 16. Question:** On RFP p 29, Tab 2 – Paragraph D Sub paragraph 11 – Please clarify the desires of this paragraph as it appears to be related to a construction contract.

**Response:** It is possible that a Task Order could be issued under this RFP that would require a consultant to act as our Owner's Representative or third-party engineer to a proposed or on-going construction project. We are interested in understanding what, if any, experience the Offeror has in providing such services and in managing the engineering or construction work of other consultants and contractors.

**17. Question:** For Reference Forms A and B, can you please clarify if the consultant/subconsultant can use the same client point of contact for multiple references, if the projects are different? (Ex. showing two separate projects for Client A)

**Response:** This is acceptable, but we prefer references from different clients.

**18. Question:** For references provided on the resumes, do these need to be client references, or can they be internal references for non-client-facing personnel?

**Response:** Provide client references.

**19. Question:** Would Prince William Water allow an 11"x17" page, folded, for the organizational chart?

**Response:** Yes.

**20. Question:** Do subconsultants need to submit a SWaM Subcontracting Plan (TAB 6 referencing TAB 1 Section E) if they do not plan to subcontract any of their assigned work?

**Response:** No, just state that they will not be utilizing any subconsultants.

**21. Question:** Do subconsultants need to provide a separate organizational chart (TAB 6 referencing TAB 2 Section A Number 7)?

**Response:** No.

**22. Question:** Given the TriCon Conference next week and the Labor Day holiday, would Prince William Water consider extending the deadline to allow more time to provide a detailed proposal?

**Response:** The due date for proposals is extended until 10:00 a.m.(EST), September 19, 2024.

**23. Question:** Do Key Personnel need to have their VA PE's at the time of proposal submission or will it suffice to note that they are in the process of getting comity in Virginia?

**Response:** Key Personnel must have active licenses at the time of proposal submission. Key personnel who may be signing and sealing documents that must be signed and sealed by a professional for acceptance by a regulating or permit-issuing authority in the Commonwealth of Virginia are required to do so with the appropriate active Virginia licensure (e.g., Engineer, Surveyor, Architect, etc.).

**24. Question:** Forms E (Proposal Package Checklist), F (SCC Form), and G (Proprietary Information) provided in Section 8 are not mentioned elsewhere in the RFP. Please verify if they should be included in the submittal package and in which sections.

**Response:** Yes, all forms must be submitted with your proposal package. You can add a tab in your proposal titled “Forms”.

**25. Question:** Under Paragraph 2.C Please clarify the meaning of the phrasing “being delivered by” with respect to Key Personnel involvement in projects \$250,000 or more in value. Our interpretation is that the role of Key Personnel in these projects is that of a Task/Project Manager and/or Technical Lead. Please confirm.

**Response:** Correct.

**26. Question:** Does each subconsultant need to provide a COI or will the Offeror’s COI suffice?

**Response:** COI’s from subconsultants are not required.

**27. Question:** Please confirm that services for testing of *sewers, pipes, tanks, process equipment and manholes including physical inspection, flow monitoring, pressure testing, smoke testing, dyed water testing, flow isolation and measurement, sewer cleaning and closed circuit television inspections* will be included under this BOA.

**Response:** Confirmed, although since this is a BOA focused mainly on in-plant issues, dye testing, sewer cleaning, and CCTV are less likely than the other services mentioned.

**28. Question:** The current RFP requires submittal of printed proposals including one marked original + four copies and a USB. Given the detailed documents required to collect from participating SWaM (and non SWaM) subconsultants, as well as a shortened proposal development period due to preparations to print and deliver the package and economical/environmental considerations for printing such a large package, would Prince William Water consider accepting electronic-only submissions? Via email, USB only, or other electronic method?

**Response:** Printed proposals are required. The due date for proposals is extended until 10:00 a.m.(EST), September 19, 2024.