



Your Water • Your Environment • Our Mission

Procurement Department

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

September 5, 2024

RFP SA 2507 – Water and Wastewater Professional Engineering Services

Addendum #1

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

1. The Proposal due date is extended until 10:00 A.M (EST) on September 23, 2024.
2. The attached responses to questions have been added for clarification.

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 SProcurement@pwwater.org

Questions and Responses

1. **Question:** The RFP states in Tab 2, “A. Staffing Plan and Experience of Key Personnel: (Each resume shall be no more than 1 page, front and back. Submit no more than 20 resumes total (including all subcontractors))”. Per the language in Tab 2 – Evaluation Criteria, Section A: Please advise if there should be a total of 20 resumes in the entirety of the proposal. Tab 6 – Subconsultants, requests resume from each subconsultant in compliance with Tab 2, Section A, Item 1. Is there a set number of resumes allowed in Tab 6 – Subconsultants, in addition to the 20 Key Personnel resumes required in Tab 2 – Section A? We want to comply to the criteria appropriately and are requesting guidance?

For example, if we were to provide 4 subconsultants on our team, would this mean that we would need to provide 4 subconsultant resumes and 16 prime resumes to fulfill the 20-resume limit?

Response: Provide no more than twenty (20) resumes for the Offeror and no more than four (4) resumes for each Subconsultant on the team.

2. **Question:** In contrast, the RFP states for Tab 6, Subconsultant, Item A requests, “A. Provide a list of any proposed Subconsultant (s) that You may use on this project. Provide the same information required in Tab 1 Sections E and F, Tab 2 Section A, and complete Tabs 3, 4, and 5 for each Subconsultant”. Per the language in Tab 6 – Subconsultants, Tab 2, Section A: Please advise as to whether or not we are to respond to the Section A items 1-7 in its entirety or are you just looking for a resume for each subconsultant.

Response: Provide the information listed in Tab 2, Section A, 1-7 for each subconsultant as follows:

- **A.1 - Provide no more than four (4) resumes for each Subconsultant.**
- **A.2 – Provide only if applicable, that is if the Subconsultant also has Subconsultants.**
- **A.3 – Provide if the breadth of services being provided warrant an organization chart.**
- **A.4 – No submission is required; this is just a statement**
- **A.5 – No change. Provide information as requested.**
- **A.6 – No change. Provide information as requested.**
- **A.7– Provide information only if the Subconsultant is acting as Program or Project Managers for any discipline or service listed in Attachment A – Scope of Work.**

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 Water JAM conference. Is it possible to extend the date of submittal to the week of 9/16 to avoid conflicts with conference preparations?

Response: Proposals due date has been extended to September 23, 2024, at 10:00 A.M. (EST).

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

Response: The full list of attendees will be published on the Prince William Water website under “Doing Business with Us”.

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: In Accordance with the Contract Agreement, Section 5.36, Additional Terms and Conditions, the Consultant shall obtain and retain copies of insurance policies of its Subconsultants and make them available to Prince William Water upon request.

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: Consultant shall provide a complete Accord form or signed letter from your insurance agency on its letterhead stating that you have, or that you can get, the required insurance coverage. Reference Attachment B of the Solicitation.

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: See answers to Question #1 and #2 above. In addition, provide Firm History for each subconsultant limited to one (1) sheet of paper front and back.

8. **Question:** is each firm required to have a specific key Person listed for chief estimate construction manager and project controls manager> are those suggested key personnel of ar they mandatory? (Tab2, Part A, item 1)

Response: No, each firm is not required to have a specific Key Person listed for Chief Estimator, Construction Manager and Project Controls Manager. Key Personnel may

include but are not limited to these roles. In addition, please see answer to Question #1 and 2 above.

- 9. Question:** Will there be a selection for four BOA contract again this year, or less or more? How large is your annual CIP program?

Response: Reference Section 5.10 No Obligation to Make Selection. The CIP can be found on the Prince William Water website under “Our Community” Section.

- 10. Question:** Please clarify where the following forms should be placed in the proposal:
Form F State Corporation Commission form
Form G Proprietary Information

Response: Reference Form E – Proposal Package Checklist.

- 11. Question:** The RFP, in Tab 6, impels that subconsultants should fill out both Form A Offeror Reference Form and Form B Subconsultants Reference Form. Please confirm that they only need to fill out Form B/

Response: Subconsultants are only required to fill out Form B, Subconsultant Reference Form.

- 12. Question:** Please confirm that Subconsultants must provide either the Accord form of a signed letter as described in Tab3, per the Tab 6 Instructions. item 1)

Response: Reference Response to Question #5.

- 13. Question:** Are the subconsultants required to meet the insurance terms as stated in Attachment B of the RFP, or is each trade limited to the amount of work that they will be providing? Could the requirements of subs ‘insurance be adjusted to acknowledge that they are providing only a component of the work? It may be expensive for smaller subs to increase their policies to the level required in the RFP.

Response: Reference Section 5.36.4 in the Contract Agreement.

End of Addendum 1