



Your Water • Your Environment • Our Mission

Procurement Department

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

September 16, 2024

RFP SA 2507 – Water and Wastewater Professional Engineering Services

**Addendum #2**

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THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

1. The Proposal due date is extended until 10:00 A.M EST on September 26, 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.

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**Authorized Signature**

**Date**

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**Name Printed**

**Title**

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**Company Name**

Direct all inquiries to [SProcurement@pwwater.org](mailto:SProcurement@pwwater.org)

## **Questions and Responses**

1. **Question:** *Tab 1.H: Documentation showing any licenses and/or permits required and applicable to this requirement. Virginia licenses are required for all key staff; Professional Engineer (PE) and Land Surveyor (LS) from prime Consultant and Subconsultant.*

Tab 2.7 also requests this info for Program/Project Manager for each discipline in addition to some of the same information required on each key personnel resume. Does PWW want this info and documentation in both sections or just one? If one, please indicate which section it is required.

**Response:** Provide licenses and/or permits as required only once in Tab 1.H.

2. **Question:** *Tab 2.A.1: All resumes, including those submitted for subcontractors, shall include a list of references with addresses and phone numbers.*

Please indicate how many references are required for each resume.

**Response:** Include a completed Subconsultant Reference Form for each Subconsultant proposed. Please use the attached Form B. Subconsultants are not required to provide a completed Form A – Offeror Reference Form.

3. **Question:** *Tab 2.B.1: Provide at least five (5) example projects which best illustrate the team's qualifications for this solicitation.*

Is it permissible to include more if necessary to demonstrate breadth of services provided so long as they don't exceed 2 pages each? If so, is there an overall page limitation for this section?

**Response:** The Offeror can provide up to fifteen (15) projects so long as each project does not exceed 2 pages.

4. **Question:** *Tab 2.B.2: Provide information that demonstrates staff geographical availability to Prince William Water's main office facility from both the Offer and any subconsultants or contractors. Please explain how any non-local Key Personnel or design leads will be integrated into the work.*

This item doesn't seem to correspond to the other information requested in this section (i.e. relevant project experience) and seems more aligned with Tab A (key personnel qualifications). Would PWW prefer this be put in Tab 2 A. Staffing Plan and Experience of Key Personnel instead?

**Response:** Delete Tab 2.B.2 and insert the following language after Tab 2.A.7: Provide information that demonstrates staff geographical availability to Prince William Water's

**main office facility from both the Offer and any Subconsultants or Contractors. Please explain how any non-local Key Personnel or design leads will be integrated into the work.**

5. **Question:** *Tab 2.4.ii: Project Management Information System (PMIS). The Offeror shall provide the following information concerning its proposed PMIS system...*

Is PWW requesting info on what systems we might currently be using for other clients or is PWW requesting a specialized system to be implemented for future PWW work?

**Response** Prince William Water wishes the Offeror to provide information on the PMIS that the Offeror will use for projects with Prince William Water. Prince William Water is not requesting a specialized system to be implemented. The corrected reference is Tab 2.D.4 “Approach to Executing Study, Design, Billing and Construction Administration Services”.

6. **Question:** *Tab 6.A. Subconsultants: 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.*

Should the info provided in Tab 2.2 (Outside Professionals) be repeated here?

**Response:** Offeror can provide the list of proposed Subconsultants in either Tab 2.2 or Tab 6.A.

7. **Question:** *Tab 2.A.1: All resumes, including those submitted for subcontractors, shall include a list of references with addresses and phone numbers.*

Please indicate how many references are required for each resume.

**Response:** Provide no more than two (2) references for each Subconsultant.

8. **Questions:** If subconsultants are identified as key personnel and their resumes are presented in Tab 2.A.1 should they also be presented here (again)? Or should they only be presented here or Section 2.2. Please indicate which section PWW would prefer subconsultant key personnel resumes to be presented.

**Response:** If Subconsultants are identified as Key Personnel their resumes should be presented only in Tab 2.A.1.

9. **Question:** Is a separate org chart required for each subconsultant’s internal team (as indicated by 2.A.3)?

**Response:** Yes. A separate org chart is required for each Subconsultant's team proposed for this solicitation.

**10. Question:** Does PWW want each subconsultant firm’s DEI policies?

**Response:** Provide information as requested.

**11. Question:** Are digitally signed pdfs of subconsultant forms acceptable or are originals required to be included in the “ORIGINAL” submittal package.

**Response:** Originals are required to be included in the “ORIGINAL” submittal package.

**12. Question:** *Tab 7.A. Describe any exceptions You take with the requirements of this RFP (Not applicable).*

Question: Should we omit this section as it is marked “not applicable”?

**Response:** Yes. You may omit this section.

**13. Question:** *In the pre-proposal meeting it was confirmed that DBE could be used in lieu of SWaM.*

Question: Question: Form D only references SWaM – should we line through the SWaM references on the form and write in DBE in those instances? Or is there another way PWW would prefer us to summarize this information on Form D?

**Response:** You may add the “DBE” reference next to “SWaM” and include the DBE certification numbers on the form as applicable.

**14. Question:** *Tab 1.H: Documentation showing any licenses and/or permits required and applicable to this requirement. Virginia licenses are required for all key staff; Professional Engineer (PE) and Land Surveyor (LS) from prime Consultant and Subconsultant...*

A small number of key personnel we intend to present have decades of experience but are not Virginia licensed as it is not required to successfully provide the type of work they do (i.e. environmental permitting, SCADA, etc.). Does the above requirement apply to every key personnel for which we provide resumes? For example, if we propose 20 key personnel, must all 20 be either a Virginia PE or LS?

**Response:** Any Key Personnel that have Professional Engineering (PE) or Land Surveyor (LS) licenses in States other than the Commonwealth of Virginia shall have the ability to obtain their licenses in Virginia. For other Key Personnel that are not licensed on a state level but for whom industry certifications are more common, provide those certifications. For example, for a SCADA professional this may be a certification from the International Society of Automation (ISA).

**15. Question:** In Tab 2, Section A, item 7, the RFP says, “for each discipline or service described in Attachment A- Scope of Work, list the full name, business address, office telephone, cell

phone, and email address of the individual that will act as the program/project manager for the work.” What items do you consider the “disciplines” in the Scope of Work? For example, do you intend firms to include a project manager for these specific items from the Scope of Work? Utility and Environmental Planning and Engineering

- b. Civil Engineering and Surveying
- c. Structural Engineering and Design
- d. Mechanical, Electrical, and Plumbing
- e. Geotechnical Engineering and Environmental Services
- f. Architectural Design
- g. Instrumentation, Controls, and SCADA Design
- h. Easement and Land Acquisition

**Response: Yes. Prince William Water requires a Project Manager for every discipline listed above.**

**16. Question:** In Tab 6, Subconsultants, it is required that we provide the same information required in Tab 2, Section A (among other things). Tab 2, Section A, item 3 asks for an organization chart. Is it the intention of PWW to ask firms to include individual subconsultant organization charts for each subconsultant or just one large organization chart for the team?

**Response: Please reference Question #2 in Addendum #1.**

**17. Question:** Can you please clarify 6.3 section I (1) – Digital or electronic signatures are not acceptable. We will provide original signatures as the prime firm. Are digital copies of signature forms acceptable from our subconsultants?

**Response: Originals must be included in the “ORIGINAL” submittal package for both Prime and Subconsultants.**

**18. Question:** Section 6, Tab 2, paragraph D.5 – Acquisition Management Plan: It is unclear what information is to be provided here that is not already included elsewhere in the proposal. Can you elaborate on what information is most important to provide in this section?

**Response: The information requested under Section 6, Tab 2, paragraph D.5 – Acquisition Management Plan is not requested anywhere else in this solicitation. Please read it carefully and respond to the best of your ability.**

**19. Question:** Is it acceptable to have non engineering staff (i.e. Chief Estimator) listed as key personnel even if they do not have a professional engineering or surveying license (Virginia based or otherwise)?

**Response: Yes. Please see the responses to Question #7 and #10 above.**

**20. Question:** The desired location for most required forms is clearly delineated in the RFP with the exception of the following. Please identify where these forms should be placed in the submission response.

Form E – Proposal Package Checklist

Form F – State Corporation Commission (SCC) Form

Form G – Proprietary Information

**Response:** Please reference Question #10 in Addendum #1.

**21. Question:** While the RFP requests insurance certificates for all subconsultants be submitted as part of the proposal. Section 5.36 Additional Insurance Terms and Conditions, Item 4 of the Contract/Agreement states that certificates for subconsultants “must be made available to Prince William Water on demand”. Please clarify whether or not insurance certificates for subconsultants must be submitted with the proposal.

**Response:** Insurance certificates for Subconsultants are required to be submitted but should be available to Prince William Water upon request.

**22. Question:** 5.39 Consultant’s Responsibilities, Item 7 of the Contract/Agreement states that “The consultant shall sign and execute Prince William Water’s Data Usage Agreement....” We request this document be made available for review.

**Response:** Attached is link to the Prince William Water’s Data Usage Agreement: <https://princewilliamwater.org/do-business-with-us/developers/requests-permits-forms/prince-william-water-data-request-and-agreement>

**23. Question:** Tab 2-D Approach to Executing Study, Design, Bidding, and Construction Administration Services In the RFP there is section D “Approach to Executing Study, Design, Bidding, and Construction Administration Services”. It appears that this section has details requesting our response to how we are managing our work, identify new technologies, describer our response to how we are managing our work, identify new technologies, describer our operational plan, managing our subconsultants and our approach to the acquisition management plan. There were no details in regard to Bidding and Construction Administration Services in this section. Please provide some details of what Prince William Water would like for us to address in our proposal for these two subjects. Would construction administration services be considered design services during construction type services

**Response:** Bidding services are to assist Prince William Water in answering questions during the bid period and evaluating contractor bids. Construction administration services is the work done by the Engineer of Record during the construction phase of a project. This work includes, answering Requests for Information from the Contractor and reviewing Contractor submittals for conformance with the contract drawings.

**24.Question:** Can you provide confirmation that any page limits that don't indicate "both front and back" mean the limit is for one side of the sheet only?

- a) 1B. Statement of Interest (not more than 1 page)  
**Confirm only the first side of 1 sheet?**
- b) 1C. Understanding of Services to be Provided (not more than 1 page).  
**Confirm only the first side of 1 sheet?**
- c) E. Firm Profile / Firm History (not more than 2 pages). Submit a brief profile of the firm describing its history, capabilities and recent successes.  
**Confirm 2 numbered pages or 1 printed sheet front and back?**
- d) 2B. Qualifications and Experience of the Firm in the Public Utilities Sector: (Each example project write up shall be no more than 2 pages front and back)  
**Confirm 4 numbered pages or 2 printed sheets front and back?**
- e) 2C. Quality Assurance/Quality Control Program for maintaining quality of deliverables and successful project performance within schedule and budget: (No more than 3 pages front and back)  
**Confirm 6 numbered pages or 3 printed sheets front and back?**
- f) 2D. Approach to Executing Study, Design, Bidding, and Construction Administration Services: (No more than 4 pages front and back)  
**Confirm 8 numbered pages or 4 printed sheets front and back?**
- g) 2E. Creativity and Differentiation (No more than 3 pages front and back)  
**Confirm 6 numbered pages or 3 printed sheets front and back?**

**Response: The Definition of "a Page" is a single sheet of paper both front and back. Therefore, "not more than one page" means one (1) sheet of paper, front and back, and "not more than two pages" means two (2) sheets of paper, front and back.**

**25.Questions:** In section 6.2, page 21, of the RFP, Prince William Water requests that proposers provide a "straightforward, concise description of your solution and capabilities to satisfy the conditions and requirements of this RFP." However, in tab 2, section 7, proposers are asked to provide similar information to what is included in the key personnel resumes. To minimize redundancy, may proposers combine the requirements of section 7 with the resumes? In addition, in an effort to provide a high-level overview our of our team in tab 2, can we show the organizational chart before the resumes?

**Response: The Offeror may combine the responses to Tab 2.A.7 with the resumes. The Offeror may provide the organization chart before the resumes if they so desire.**

**26. Questions:** Would Prince William Water permit the use of landscape page orientation for certain pages within the proposal? Additionally, does the 11 pt font requirement apply to graphics, or may proposers use a slightly smaller, yet still legible, font for proposal graphics?

**Response:** Prince William Water will permit the sparing use of landscape page orientation. For graphics the offeror may use no smaller than 9-point font.

**End of Addendum Number Two**