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April 24, 2025

RFP SA 2512 – Owner’s Consultant Services for Featherstone Sewage Pumping Station, L16, and  
Force Main Design-Build (“Owner’s Consultant Services”)

**Addendum #2**

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THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

1. Replace Form E with the revised Form E attached.
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.

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**Authorized Signature**

**Date**

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**Name Printed**

**Title**

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**Company Name**

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

### **Form E – Proposal Package Checklist**

Before submitting Your Proposal Package, review the submittal requirements and ensure each section is included. Failure to include the required materials may preclude the Selection Committee from considering Your Proposal Package.

RFP Reference	Description	N/A (x)	✓	By (initial)	PWCSA Use
Sect. 5.2	Delivery of Proposal Package				
Sect. 6.3 E	Glossary of Definitions, Abbreviations and Acronyms				
Sect. 6.3 H	Binding and Labeling				
Sect. 6.4 Tab 1 Sec A	RFP Cover Page and RFP Submission Form				
Sect. 6.4 Tab 1 Sec B	Statement of Interest				
Sect. 6.4 Tab 1 Sec C	Understanding of Services to be Provided				
Sect. 6.4 Tab 1 Sec D	Service Delivery Plan				
Sect. 6.4 Tab 1 Sec E	SWaM Subcontracting Plan				
Sect. 6.4 Tab 1 Sec F	Firm Profile/Firm History				
Sect. 6.4 Tab 1 Sec G	Negotiation Team				
Sect. 6.4 Tab 1 Sec H	Acknowledgement of Addenda				
Sect. 6.4 Tab 1 Sec I	Licenses & Permits				
Sect. 6.4 Tab 2 Sec A	Staffing Plan and Experience of Key Personnel				
Sect. 6.4 Tab 2 Sec B	Qualifications and Experience of the Firm				
Sect. 6.4 Tab 2 Sec C	Availability of the Firm and Key Personnel				
Sect. 6.4 Tab 2 Sec D	Management and Technical Approach to the Owner's Consultant Services				
Sect. 6.4 Tab 3 & Attachment B	Proof of Insurability				
Sect. 6.4 Tab 4	References				
Sect. 6.4 Tab 5	Litigation				
Sect. 6.4 Tab 6	Subconsultants				
Sect. 6.4 Tab 7	Other Information				
Sect. 6.4 Tab 8	Financial Stability				
Form A	Offeror Reference Form (Not Used)				
Form B	Subconsultant Reference Form				
Form C	Subconsultant No-Conflict of Interest Form				
Form D	SWaM Subcontracting Plan				
Form E	Proposal Package Checklist				
Form F	State Corporation Commission (SCC) Form				
Form G	Proprietary Information				

## **Questions and Responses**

1. **Question:** Given upcoming Spring Breaks for local school systems and the detailed information being requested in the RFP by Prince William Water, is it possible to extend the due date of the RFP?

**Response:** Prince William Water does not plan to extend the due date for proposals. Please plan on submitting your proposal by 10:00 a.m. (EST) on May 15, 2025.

2. **Question:** What type of DB contract is PW Water planning to use?

**Response:** Prince William Water is utilizing a Progressive Design-Build (PDB) approach for this project.

3. **Question:** Can you please clarify if the USB should contain one combined PDF of the full proposal package, or if separate files are preferred? If separate files are required, should embedded images (e.g., organization charts, maps, graphics) be saved as separate image files?

**Response:** Prince William Water prefers one combined PDF of the full proposal package.

4. **Question:** Form A - Offeror Reference is labeled “NOT USED” on page 33 of the RFP. Can you please confirm that Offerors should not submit this form?

**Response:** Correct, Form A is not used. This information is to be provided in Section 6.4, Tab 2.B.1.

5. **Question:** In RFP Section 6.4, Tab 7 – Subconsultants (page 29), you indicate that each subconsultant should complete Tab 1, Sections E and F, which includes the SWaM Subcontracting Plan (Form D, page 37). Can you please clarify: are subconsultants expected to complete and submit their own SWaM Subcontracting Plan, or is it sufficient for the prime consultant to note each sub’s SWaM status?

**Response:** Subconsultants are not expected to submit a SWaM Subcontracting Plan. The prime Consultant should submit the SWaM Subcontracting Plan, if applicable. However, Offerors are welcome to provide additional information on SWaM participation from their Subcontractors.

6. **Question:** Is Form E – Proposal Package Checklist (page 39) required to be included as part of the final proposal submission? If so, in which tab would you prefer it to be placed?

**Response:** Form E is recommended, but not required. It can be placed at the end of the proposal package.

7. **Question:** Where should Form F – State Corporation Commission Form and Form G – Proprietary Information be included in the proposal package?

**Response:** Forms F and G can be included after the last tab of the proposal package.

8. **Question:** Should Form H – Owner’s Consultant’s Key Personnel (page 42) be completed and included in the proposal submission? If so, may we recreate the form (e.g., reformat or insert the table into our proposal layout) as part of our response in Tab 2.A?

**Response:** Form H shall be completed and included in the proposal package. The form may be recreated if all information from Form H is included.

9. **Question:** RFP Section 6.4, Tab 2.B.1 (page 25) states that example project write-ups must be “no more than three pages, front and back.” Can you confirm whether this means three physical sheets of paper, totaling up to six printed pages (double-sided)?

**Response:** Yes, it means a maximum of three physical sheets of paper, printed double-sided, for a total of up to six printed pages per example project.

10. **Question:** RFP Section 6.3.F.5 (page 21) specifies a minimum text size of 11 pt. for general proposal content. Does this requirement also apply to text in graphics, figure captions, page numbers, headers/footers, and other supporting elements where a smaller font is typically used?

**Response:** The 11-point font requirement applies to the main body of the proposal. Supporting elements like captions, headers, footers, and graphics may use a smaller font, but no less than 8-point for readability.

11. **Question:** RFP Section 6.4, Tab 2.B.1 (page 25) requests six example projects to demonstrate team qualifications. Tab 7 also requires Form B – Subconsultant Reference Form (page 35) for each subconsultant. For each subconsultant, do you want:

- six example projects included in Tab 2.B (in addition to the prime's six),
- completion of Form B only, or
- both?

**Response:** We request that you provide both for major subconsultants anticipated to contribute \$100,000 or more in services. For minor subconsultants anticipated to contribute less than \$100,000 in services, we require only Form B in Tab 7.

12. **Question:** Section 6.3.I.3.e (page 22) requests that the full RFP title and the Offeror’s name be clearly printed on the top surface of each USB thumb drive. Given the length of the title and the limited amount of space to write on a standard USB, can you confirm whether a shortened version is acceptable for the USB label? Alternatively, would it be acceptable to place the USB in a labeled envelope or sleeve that includes the full RFP title and Offeror’s name?

**Response:** The USB label can be shortened to include just the solicitation number (RFP SA 2512) and the Offeror's name. It is also acceptable for it to be in an envelope or sleeve that is clearly marked with the solicitation number and Offeror's name.

- 13. Question:** Form E – Proposal Package Checklist (page 39) references Tab 2, Section E – Task Control and Project Management Experience, but this section is not included in the list of required content for Tab 2 in Section 6.4. Can you confirm whether this content is intended to be addressed within Tab 2, Section D – Management and Technical Approach to the Owner's Consultant Services?

**Response:** Please see the addendum for revised Form E.

- 14. Question:** The RFP requires that we include copies of any pertinent and required licenses or certifications with each resume. Do these copies count toward the resume page limit (one page, two sides)?

**Response:** No.

- 15. Question:** Can you provide guidance on the durations for Contracts A and B?

**Response:** Given the scope of work made available, and that Prince William Water is planning on executing this project using the Progressive Design-Build delivery method, it is expected that Offerors—based on their experience and professional judgment—can develop informed duration estimates.

- 16. Question:** We understand that the RFP specifies 8.5" x 11" pages in portrait orientation; however, given the level of detail required to clearly present our project team structure, would Prince William Water consider allowing the use of a single 11" x 17" landscape page for the organizational chart?

**Response:** This is acceptable for your organizational chart.

**End of Addendum Number Two**