



**RFP No. 0723-21-TENG**

**TRANSPORTATION PLANNING & ENGINEERING SERVICES**

Date: July 16, 2021

**ADDENDUM #4 (FINAL)**

To: **ALL PROSPECTIVE OFFERORS**

**THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL PACKAGE.**

**CITY CLARIFICATIONS:**

▪ **Regarding Proposal Package Section 4: Table of Information**

Paragraph "a", second sentence, refers to Attachment C, *but it is corrected as follows:*

*"The Offeror shall show how they propose to deliver **each service task** identified in Attachment **A**, Transportation Planning and Engineering Detailed Scope of Work, under the relevant service group."*

▪ **Form C-2 (in Attachment B Forms)**

Offerors do not need to complete the small table with three rows for listing subcontractors in Question 10 on this form. VDOT's Firm Data Sheet will supply this information for the City. Simply note "refer to Firm Data Sheet."

**QUESTIONS AND ANSWERS:**

**DBE GOAL & SWaM**

Q1. Is there a separate SWaM goal for this contract?

**A1. No. Please refer to Addendum #2, "DBE Guidelines." It is noted that firms which have *only* SWaM designation do not qualify for meeting the DBE goal.**

Q2. If the DBE goal is measured by only state or federal-funded task orders, would the City be able to provide an estimated breakdown of City, State, and federally-funded tasks expected to be issued under each group?

**A2. No estimate can be provided at this time since this solicitation is for "on-call" task order contracts. Federally-funded issued task orders will be determined by the City's future needs and requirements, as well as the distribution of federal funds through grant agencies.**

Q3. Do we need to include DBE commitment letters (written documentation of the prime's commitment to the DBE and the DBE's to the prime)? If so, where should these letters be placed in the proposal?

**A3. No, not with the initial proposal package. Please refer back to the Clarifications in the DBE Guidelines section of Addendum 2. At the beginning of each Task Order supported by federal funds, VDOT will require Form C-111 and this type of commitment. VDOT has indicated that only the Firm Data Sheet (published with Addendum 2) is required for submittal with the initial proposal package.**

**PROPOSAL FORMAT, FORMS & SUBMITTAL**

Q4. Please confirm that it is acceptable to put “N/A” for the final actual construction cost and name of the construction contractor for projects that have not yet been constructed?

**A4. Yes.**

Q5. Please advise if the City has a maximum file size it can accept through Email.

**A5. 25 mb. The City is able to accept FTP file submissions should Offerors feel their submissions are too large to use pdf format submission. Contact Purchasing Agent Jim Wise to make such arrangements.**

Q6. Can the Organizational Chart be on a 11x17 page and if so can it be considered one page?

**A6. Yes.**

Q7. In Section 4: Table of Information, can we amend the table set-up to include additional columns to provide additional information?

**A7. Yes, provided that the additional information is essential to delivering the service task according to the scope.**

Q8. In Section 3c: number of Projects and Contracts: Does this list need to include subconsultants' projects?

**A8. Not required, but the Proposed Team may include projects performed by subconsultants if desired.**

Q9. Please confirm that covers/tabs do not count towards a section page count.

**A9. Confirmed.**

Q10. Reference Attachment A, Proposal Submittal Guidelines, IV. Delivery of Proposals, D. The files shall be converted PDF Letter (8 ½” x 11”) paper size, with type no smaller than 11 point Arial or equivalent font size. Is it acceptable to use a smaller font for graphics, captions, tables, resumes, and required forms?

**A10. Yes.**

Q11. *Multiple Questions re Form C-2:*

Form C-2 requests % of *Total Work to Be Performed* for each subcontractor, As the percentage is dependent upon the scope of work of the specific tasks assigned, please confirm that we may populate that column with *To Be Determined*?

On Form C2, under item 10 there is a table with three rows for Subcontractors. We have more than 3 Subcontractors and I prepared a separate page with a copy of the table that includes all the Subcontractors on our team. Would this be acceptable? If the table is intended for DBE Subcontractors only, we can use the form as is.

Form C-2 requests % of *Total Work To Be Performed* for each subcontractor. As the percentage is dependent upon the scope of work of the specific tasks assigned, please confirm that we may populate that column with *To Be Determined*.

**A11. See City Clarifications re Form C-2 at the beginning of this Addendum.**

**OTHER**

Q12. Is it required to have a City Business License in accordance with BPOL Tax prior to being awarded the Contract?

**A12. Yes, the requirement for a City business license (BPOL) may be met at time of final contract award.**

Q13. Regarding the insurance policy requirements, the garage keepers liability policy requirement does not seem applicable a professional services contract. Is this intended to be a requirement? Furthermore, it is unclear what type of policy the “Contractor’s Liability” insurance is requiring and whether that is applicable to a professional services contract?

**A13. The City will review requested exceptions to insurance requirements for companies who qualify for contract award. Each request will be considered on its merits.**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL FORCE & EFFECT.**

Contractor must take due notice and be governed accordingly. This Addendum is considered a part of the above referenced solicitation.

**Acknowledged by:**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date