

ADDENDUM 1



Winston-Salem City of Winston-Salem

Request for Letters of Interest and Statements of Qualifications

The city of Winston-Salem Department of Transportation desires to engage qualified private Engineering firms for on-call Professional Engineering and Planning Services.

Professional Engineering and Planning Services

Submittals will be received until

12:00 Noon, February 1, 2019

To

Kelly Garvin, City of Winston-Salem

Department of Transportation, P.O. Box 2511, Winston-Salem, NC 27102

kellym@cityofws.org

January 22, 2019

Please acknowledge receipt of this Addendum and include with your proposal.

Company

Authorized Signature

Date

Questions/Responses

Question: Are all DOT codes required for the RFQ Engineering and Planning Services? Or may we submit on select codes? **Response:** As many as you have that match the ones in the RFQ.

Question: On page 5 of the RFLOI, item VI. Submittal Requirements, it states that a “font size of 12 or larger must be used.” My question is that if a chart or table is used must a size 12 font also be used in those? **Response:** Yes

Question: RFQ says that it is “any combination of work codes” and I was hoping that means that it is not necessary to have all of the pre-qualifications for each team. **Response:** As many as you have that match the ones in the RFQ.

Question: If the prime does not cover all the services listed, should they include a team of subconsultants so that all services in the RFQ are met? **Response:** Not necessarily but they can if they choose to. Per our RFQ: “Project assignments will be assigned to the firm most qualified for it”. The qualification will change depending on the assignment.

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Question: On page 5 of the subject referenced RFLOI, it states that one original and three copies stapled should be submitted, then on page 6 it states that the LOI should be submitted by email to Mrs. Kelly Garvin in PDF format. Could I get clarification on whether the City is requiring an electronic version emailed or hard copies delivered? **Response:** Please submit one original and three copies of your Letters of Interest and Statements of Qualifications (LOI/SOQs). We do apologize for the confusion. The LOI should be submitted **BY email** to Mrs. Kelly Garvin in PDF format at kellym@cityofws.org

- 1) Can you please confirm that only prime firms need to complete and return with our proposal response the forms that are on pages 26, 27, and 28 of the RFLOI documents? Also, will these forms count towards the 20 page limit? **Yes only the Prime needs to fill out these forms and they will not count towards the 20 pages limit.**
- 2) On page 24, it states that bidders must submit a Certificate of Eligibility with their bid, can you please let us know if that is a specific form in the RFLOI documents? Our firm is registered in the SAM database but I am not 100% familiar with the Certificate of Eligibility that is mentioned so any guidance you can provide is appreciated. **We are updating the language to say: "Firms MUST be registered with the System for Award Management (SAM). After bids are opened and prior to award, the federal SAM database <https://www.sam.gov> will be checked."**
- 3) On page 5, under the submittal requirements section it mentions the page limit doesn't include MWBE forms or RS-2 forms. I don't see any MWBE forms included in the RFLOI documents or am I missing them? I know on previous City of Winston-Salem RFLOI/Statement of Qualifications they are included however, if we need to download them from the City's Web site please let me know. **You are correct, however for this RFQ no MWBE forms are required.**

Clarification on page 24

~~*Bidders must submit a Certificate of Eligibility with their bid. (Not Required)~~**

Response: Firms **MUST** be registered with the System for Award Management (SAM). After bids are opened and prior to award, the federal SAM database <https://www.sam.gov> will be checked.

1. Pg. 7 PREQUALIFICATION Evaluation Factors – *Please provide clarification on what this section of the request for SOQ requires for the submittal response.*

PREQUALIFICATION Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience;
- Unique qualifications of key team members;

As mentioned in the RFQ this section requires the identification of personnel assigned to this project, any sub-consultants, their qualification and experience, and any team member uniquely qualified for a specific task as it pertains to this RFQ. As well as any information that would help with the evaluation as mentioned under the "Evaluation Criteria". If any of this information is provided under another section then it is not necessary to repeat said information. Focus on any information not already mentioned that would help with the evaluation.

2. Pg. 24 – Please clarify if the requested 'Certificate of Eligibility' is a print out of the SAM search report showing our status is active. If not, please provide an example of the required report.

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*****Bidders must submit a Certificate of Eligibility with their bid.** After bids are opened and prior to award, the federal SAM database <https://www.sam.gov> will be checked.

We are updating the language to say: “Firms **MUST** be registered with the System for Award Management (SAM). After bids are opened and prior to award, the federal SAM database <https://www.sam.gov> will be checked.”

3. What section do the forms provided in the SOQ go in and do they count toward the 20 page limit?

- Certification Regarding Lobbying
- E-Verify
- Iran Divestment Act Certification

Forms do not count towards the 20 page limit. They can be attached at the end of you SOQ

4. Please provide the deliver address for this SOQ, as none is listed in document FB1988.

No delivery necessary. The submittal, in PDF format, should be submitted to Mrs. Kelly Garvin, per the following email address:

kellym@cityofws.org

5. Are there any restrictions or special instructions for FedEx delivery, such as office closure times or mail opening times?

N/A - see response to question number 4 above.

- Are proposal front and back covers allowed? If so, would they be included in the 20 pages? **The submittal, in PDF format, should be submitted to Mrs. Kelly Garvin, per the following email address: kellym@cityofws.org**
- The ad from the City says to submit a pdf to Kelly Garvin (on page 6 of 30) but is also asking for hard copies (page 5 of 30). Should we submit electronically to Kelly Garvin and submit hard copies? If hard copies are needed can you provide address to mail and or hand deliver proposal. Should we also submit a flash drive with a pdf of the proposal document? **The submittal, in PDF format, should be submitted to Mrs. Kelly Garvin, per the following email address: kellym@cityofws.org**
- On page 4 or 30, the City is requesting RS2 forms once the firm has been selected and is also asking for these forms when we turn in the proposal on Feb 1. Is this correct information? **YES**
- On page 5 of 30, the ad is asking for MWBE forms. Can you provide forms and or provide link to where the forms are located? **Please disregard any mentions of MWBE forms as they are not required for this RFQ.**
- On page 6 of 30 the city is requesting, ‘documentation of previous client’s satisfaction with similar work’. Is this included in the 20-page limit? **Yes**

Should the included forms (lobbying, e-verify, Iran divestment, etc) be submitted with the LOI? **Yes, however they do not count towards your 20 Pages**

In the evaluation criteria section, A mentions that the firm should list areas they are prequalified in by NCDOT. Is this everything the firm is prequalified for, or only those codes specifically listed on pages 2 and 3 of the RFLOI? **Only those codes specifically listed in this RFQ**

Are there MWBE goals for this contract? **No**

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If we provide a cover page before the cover/introductory letter, will that be included in the 20 page count? **Yes it will**

1. Will firms receive priority consideration if all work codes listed are performed by a team of consulting firms (primary and subconsultant)? **NO**
2. On page 5, the instructions for submittal read: *Please submit one original and three copies of your Letters of Interest and Statements of Qualifications (LOI/SOQs). [.....] To reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are discouraged. One staple in the upper left-hand corner is preferred. LOI/SOQs containing more than twenty (20) pages will not be considered.*
On page 6, instructions read: *"Submittals for providing the requested engineering services to the City MUST be received by **12:00 Noon, Friday, February 1, 2019.** Letters of interest submitted after this deadline will not be considered. The submittal, in PDF format, should be submitted to Mrs. Kelly Garvin, per the following email address: kellym@cityofws.org"*

Question: Which is the appropriate way for our firm to submit for this proposal? **Response:** PDF format, submitted to Mrs. Kelly Garvin, per the following email address: kellym@cityofws.org

Question: One of the things that has us a little concerned are the number of pre-qualifications that are listed. The RFQ says that it is "any combination of work codes" and I was hoping that means that it is not necessary to have all of the pre-qualifications for each team. If you have any additional information **Response:** The firm is not required to have all the Pre-qualifications listed only to submit as many as it has.

Question: In order to meet requirements outlined on Page 8 "Section E. Staff Availability - The proposed staff's availability of time in which they are able to work on projects over the next 24 months presented as a percent available.", should percent availability be shown by firm or by individual staff members? **Response:** By individual staff members

- 1) Should the proposal be submitted in hard copy AND electronically? **Electronically only**
- 2) Do we need to submit the following forms: Certification Regarding Lobbying, E-Verify, and Iran Divestment Act Certification? If the forms are to be included, are they excluded from the 20-page limit? **Yes you do and they do not count towards the 20 pages**
- 3) Page 5 of the Request notes that MWBE and RS-2 forms are NOT included in the 20-page limit. Can you provide the MWBE form? **Disregard the MWBE request**

If we included a table of contents and section dividers would those count towards the 20 page limit? **YES**

- Are proposal front and back covers allowed? If so, would they be included in the 20 pages? **All proposals are to be Submitted via email to Mrs. Kelly Garvin at kellym@cityofws.org**
- The ad from the City says to submit a pdf to Kelly Garvin (on page 6 of 30) but is also asking for hard copies (page 5 of 30). Should we submit electronically to Kelly Garvin and submit hard copies? If hard copies are needed can you provide address to mail and or hand deliver proposal. Should we also submit a flash drive with a pdf of the proposal document? **All proposals are to be Submitted via email to Mrs. Kelly Garvin at kellym@cityofws.org**
- On page 4 or 30, the City is requesting RS2 forms once the firm has been selected and is also asking for these forms when we turn in the proposal on Feb 1. Is this correct information? **YES**

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- On page 5 of 30, the ad is asking for MWBE forms. Can you provide forms and or provide link to where the forms are located? **Disregard the request for MWBE forms**
 - On page 6 of 30 the city is requesting, ‘documentation of previous client’s satisfaction with similar work’. Is this included in the 20-page limit? **YES**
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- On page 5 of the RFQ, it states we should submit one original and three copies of our letter of interest and statement of qualifications. But on page 6, it says the submittal, in PDF format, should be submitted to Mrs. Kelly Garvin. Are we to submit the hard copies AND email a PDF? **All proposals are to be Submitted via email only to Mrs. Kelly Garvin at kellym@cityofws.org**
 - On page 6 of the RFQ, under the Cover/Introductory Letter instructions, what do they mean by Date of most recent private engineering firm qualification? (Is that a NCDOT qualification, or something you specifically send to Winston-Salem?) **NCDOT qualification**
 - On page 14 of the RFQ, item b. (1) references a national goal of 10%. Should we target 10% for our team as well? **Not for this RFQ**
 - On page 7 of the RFQ, it implies that Evaluation Factors should be a section we respond to. Is that correct, or is it expected that we have addressed the two items in an earlier section? **These Items can be addressed in an earlier section and do not need to be repeated if already addressed.**
 - Regarding the forms: besides the RS-2 for the prime and subconsultants, are we to include the Certification Regarding Lobbying, the E-verify, and the Iran Divestment forms (pgs 26-28 of RFQ)? Also, page 5 references MWBE forms, but none are included in the RFQ. **Disregard any request for MWBE Form, All forms must be included EXCEPT for the “Certification Regarding Lobbying” Page 26**
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1. Can you please explain language on page 11-30 – RE: M/WDBE goal of 10% - does this apply since this is an engineering professional services on-call? Or does this only apply for bids let to construction? **The section “Stimulation of the Local Economy” page 10-11 is not a requirement but rather a suggestion. You may disregard as M/WBE goals are not set with this RFQ.**
 2. Why is there language in the RFP on pages 11-30 pertaining to a contractor who is bidding on a project to be let to contract? This on-call solicitation is for professional services only? **This Solicitation is for PROFESSIONAL services ONLY**
 3. Do the forms on pages 26, 27,& 28 need to be filled out for a Professional Services on-call? **All forms must be included EXCEPT for the “Certification Regarding Lobbying” Page 26**

May we include full page resumes in the Appendix that will not be counted against the 20 page limit of the RFQ response? **No, Resumes will count towards the 20 pages.**