



April 26, 2024

Request for Qualifications – On-Call for Professional Services – Multi Discipline

RFQ# 700-ENG-2024-30

Addendum No. 2

Changes: 1.13 Statement of Qualifications Required Document Format:

- Firms shall omit Appendix I. Appendix I, Hourly Rate Schedule is not required to be included in firm's submittal.
- Omit the following: each discipline should be separated by a divider. This is referring to firms that elect to submit for more than one discipline. Firms are granted the flexibility to insert additional pages (referred to as "additive pages") wherever they choose within Sections 1-4 of the submission document. This allows firms to enhance specific sections with more detailed information as needed. Regardless of where additional pages are placed, it is crucial that the qualifications related to experience, understanding, approach, management, and team are clearly linked to the relevant discipline. This ensures that there is no confusion about which qualifications pertain to which discipline.

Clarifications: 1.13 Statement of Qualifications Required Document Format:

- Submittal page count and additive page allowance: In the past, if a firm desired to respond to multiple disciplines, the Town required a separate submittal for each discipline. The intent of the additive allowance is to not only cut down on the number of "packages" the Town receives, but also cut down on the "packages" firms need to prepare. Some firms are a "one stop shop" while others specialize in only one service, such as Geotechnical and Materials Testing. See the following examples:
 - a. A firm responding to only Discipline 1 is restricted to twenty (20) pages single sided, or ten (10) pages double-sided.
 - b. A firm responding to only Discipline 4 is restricted to twenty (20) pages single sided, or ten (10) pages double-sided.
 - c. A firm responding to Discipline 1 and Discipline 2 can include an additional six (6) pages for a total of twenty-six (26) single sided, or thirteen (13) double sided.
 - d. A firm responding to Discipline 3 and Discipline 4 can include an additional four (4) pages for a total of twenty-four (24) pages single sided, or twelve (12) pages double sided.
 - e. A firm responding to all Disciplines is restricted to a total of forty-two (42) pages single sided, or twenty-one (21) pages double sided.
- Appendix III reference questionnaire remains due on May 2, 2024.

Please note that this Addendum answers questions submitted during the Question period. All other terms and conditions given in the original request are in full force and effect.

QUESTIONS & ANSWERS

1. **Vendor Question** Discipline 4 – Traffic Studies and Analysis: What does “signal design and review” include? Is that signal design plans or analysis to recommend signal phasing? What signal review is needed?

Answer: The signal design and review may include plans for new construction or review and recommendations of existing level of service including signal phasing.
2. **Vendor Question** When you state that the pages for each discipline are additive, does that mean in addition to the 20-page restriction? Such that, if we were to apply for Disciplines 1 and 2 the total maximum page count would be 32 pages total, excluding covers, dividers, and the appendix documents? And, if we applied for Disciplines 1, 2, and 3, it would be 36 pages total.

Answer: See Clarification provided on page 1 of this addendum
3. **Vendor Question** Are you expecting that these additional pages would fall under Section 2, “Corporate Background and Experience”, with dividers, or can these pages be spread out throughout the document? For instance, Section 3 mentions describing your approach, challenges, and solutions for each discipline selected.

Answer: See Changes provided on page 1 of this addendum.
4. **Vendor Question:** Is the Town going to select multiple firms for Traffic Analysis? If selected, would firm be able to prepare TIAs for private developers?

Answer: See Scope of Services, the anticipated number of firms to be selected has not been determined. The Town’s desire is to enter into an agreement with more than 1 (one) firm.

While selection for this discipline does not automatically preclude firms from engaging in privately funded TIAs, it is crucial to uphold ethical standards and prevent potential conflicts of interest. ALL firms selected must disclose all known conflicts when submitting proposals to the Town for a Task Order. In the event one of the selected candidate chooses to perform a TIA for a private development, the Town would work with another selected consultant for review.

5. **Vendor Question:** Does the table of contents count toward the page count?
Answer: The submittal does not require a table of contents. The use of one would be at the discretion of the firm. If utilized, it would count towards the page count.
6. **Vendor Question:** If submitting for more than one discipline, would the town prefer a minimum of 3 references total, or 3 for each discipline submitting for?
Answer: Reference Addendum 1 issued April 22, 2024. See response to question 2. Per submittal, not per discipline.
7. **Vendor Question:** Can you provide an order of magnitude of work assignments over the last contract period?
Answer: The Town currently has numerous ongoing projects and has successfully executed over 70 task orders stemming from our last on-call RFQ process, February 18, 2022. Given the extensive nature and diversity of these assignments, compiling a detailed quantitative summary for the previous period is quite resource intensive.
8. **Vendor Question:** Will you share the names of the incumbent(s) currently serving on on-call contracts?
Answer: The Town issued the last RFQ for professional services on February 18, 2022, which covered nine different disciplines ranging from General Architecture to Construction Administration. The Town selected 29 firms to enter into Master Agreements. Task orders have been executed with many of these firms, except for six that were associated with disciplines we have since omitted or consolidated in our current solicitation. If you are interested in obtaining more detailed information, you are welcome to submit an official records request to the Town Clerk's office. This can provide you with the appropriate records.
9. **Vendor Question** How many firms does the Town intend to select for each discipline?
Answer: See Scope of Services, the anticipated number of firms to be selected has not been determined. The Towns desire is to enter into an agreement with more than 1 (one) firm per discipline.
10. **Vendor Question** If a firm is selected for Discipline 4, will they be precluded from conducting privately funded TIAs in the Town?
Answer: While selection for this discipline does not automatically preclude firms from engaging in privately funded TIAs, it is crucial to uphold ethical standards and prevent potential conflicts of interest. ALL firms selected must disclose all known conflicts when submitting proposals to the Town for a Task Order. In the event one of the selected candidate chooses to perform a TIA for a private development, the Town would work with another selected consultant for review.

12. **Vendor Question** Under Discipline 2, what types of work are you expecting for the category of “Water Resources?” Many firms use “Water Resources” interchangeably with water distribution and wastewater collection, but at McGill we use water resources to refer to stormwater, dam, flood recovery, and stream restoration projects. Does “Water Resources” in this case reference water and wastewater projects or designs for dams, stream restoration, or flood-related-type projects?

Answer: Water Resources is referring to Water Distribution, Wastewater Collection, and treatment of both

12. **Vendor Question:** On Section 2, it mentions that firms shall provide an overview of projects completed through similar municipal on-call selection. Do all of the projects have to be an on-call contract, or can we highlight single projects as well?

Answer: The bullet points listed in Section 2 are intended for the firm to consider, but not limited to, when responding to this section.

13. **Vendor Question:** On page 12 of the RFQ under Discipline 6: Geotechnical and Materials Testing, the listing contains a bullet for “Investigation Reporting.” Can you clarify? What type of investigation is this referring to? Is it just referring to reporting on our testing and inspections?

Answer: Yes, this refers to reporting on your testing and inspections as they pertain to geotechnical practices. This would include comprehensive documentation of the activities and findings of work.

14. **Vendor Question:** 1.13 outlines sections 1-4 as the sequential format for this proposal so we intend to use dividers for each of these sections. 1.13 also states each discipline proposed should be separated by a divider. Please clarify the organization required between section dividers and discipline dividers.

Answer: See second bullet under Changes on page 1 of this Addendum.

15. **Vendor Question:** We are submitting for **only Discipline 6** - Geotechnical and Materials Testing, the RFQ states an additional 4 pages are allowed. Therefore, our submittal will be 24 pages /12 dble sided?

Answer: See clarifications on page 1 of this Addendum.

16. **Vendor Question:** Seeking clarification. With regard Section 1.13 Statement of Qualifications Required Document Format the page limit of 20 pages/10 dble sided...does the 20 pages represent for EACH discipline or in total.

Answer: See clarifications on page 1 of this Addendum.

Vendor Question: Is it ok to include multiple pages of the hourly rate schedule in the appendix section of our proposal response? We will be including a few sub-consultants on our team and want to make sure it is ok if they complete that form for us to include in our proposal response.

Answer: See changes on page one of this addendum. Appendix I is now omitted.

12. **Vendor Question:** We have a question related to Discipline 1: Since this discipline appears to be limited primarily to design services, are we correct in assuming the Special Inspections task would involve developing the Statement of Special Inspections rather than performing them?

Answer: Correct

13. **Vendor Question:** Appendix IV – Minority Business Participation – Does any certification or documentation need to be included to confirm the categories indicated?

Answer: No certification or documentation will need to be included.

14. **Vendor Question:** Appendix II – Proposer Questionnaire – Does this need to be prepared by the subconsultant firms also or just the lead architectural firm? (Discipline 1 submission)

Answer: Appendix II does not need to be prepared by the subconsultants.

15. **Vendor Question:** Appendix I – Do you want hourly rates for each subconsultant firm being included on the team?

Answer: See changes on page one of this addendum. Appendix I is now omitted.

16. **Vendor Question** Appendix I – Confirming that hourly rates need to be submitted with all the RFQ response and not separately from the RFQ response? (I've seen other municipalities want it separate so as not to bias reviewers)

Answer: See changes on page one of this addendum. Appendix I is now omitted.

17. **Vendor Question:** Please confirm the proposal is limited to 20-single-sided pages plus pursuant disciplines' additive pages, allowing for a total possible of 48 pages if pursuing all 6 disciplines.

Answer: See clarifications on page 1 of this Addendum.

18. **Vendor Question:** Please confirm additive pages should be placed within Section 3 and, if pursuing multiple disciplines, each discipline should be separated by a divider within Section 3.

Answer: See second bullet under Changes and Clarifications on page 1 of this Addendum.

19. **Vendor Question:** Please confirm that, assuming additive pages go within it, Section 3 is page limited to the number of additive pages for pursuant disciplines (not counting dividers).

For example, if pursuing Disciplines 2 and 4, then Section 3 is limited to 10 pages (6 pages and 4 pages, respectively).

Answer: See Changes and Clarifications on page 1 of this Addendum.

20. **Vendor Question:** Page 5, Section 1.9 Minority Women Business Enterprises (MWBE) and page 32, 11.23: Can you clarify how the 10% MWBE goal for the Town of Clayton will be applied to this on-call contract?

Answer: The Town is committed to fostering an inclusive and diverse business environment. We have set a goal of achieving at least a 10% MWBE participation across all Town contracts. For this specific solicitation, we strive to apply the same 10% goal to the extent practicable within the scope of professional services. The intent is to promote MWBE participation, understanding it is not always feasible within the scope of professional services.

21. **Vendor Question:** Page 19, Appendix IV - Identification of Minority Business Participation: Should HUB/SPSF firms be included on this form as well?

- a. Page 7, Section 1: Cover Letter, bullet point 3: small businesses are included in this list; will HUB/SPSF businesses apply to the 10% goal?

Answer: Yes, firms can list MWBE/HUB/SPSF

Respondents are hereby notified that this Addendum shall be attached to and made a part of the Submittal Package and Agreement Documents.

This addendum must be acknowledged and signed by an authorized representative of the firm and must be returned with your submittal.

Failure to do so will cause your submittal to be rejected:

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date _____