



DATE: October 28, 2011

ADDENDUM NO. 3

TO: ALL PROSPECTIVE BIDDERS

REFERENCE: RFP 11-18

FOR: Basic Ordering Agreement (BOA) for Engineering Services

CLOSING DATE/TIME: November 9, 2011 @ 2:00 P.M.


The following are answers to questions in response to the BOA for Engineering Services:

- Q1. Section 8.4 – What must be provided for this section in the RFP? Does each of these Rate Categories need to be fulfilled with a resource or it is a suggestion?
- A1. Nothing. Cost comes later.
- Q2. Section 9.4 (Tech Proposal Instructions) – Does the last bullet in this section belong in this section or can it be placed under Section 9.2 (Mgt. Skills) for example?
- A2. It can be placed under Section 9.2.
- Q3. Can an EPC (Energy Performance Contractor) be the Prime holder of the contract and have a professional services firm (i.e. the Engineering firm as its sub-contractor)?
- A3. No, this is for Professional Engineering Service.
- Q4. Group 5 task d. indicates a “second phase” energy audit is to be completed. Has the Authority performed a “first phase” energy audit and is the ‘first phase” energy audit available for review by the proposing firms?
- A4. Yes, we have and it will be provided to the selected firm.
- Q5. Bulleted item at top of page 7 reads “Organization & Personnel. Provide a copy of current organization chart.” Is this organization chart intended to project specific or a corporate wide organization chart?
- A5. Project specific.
- Q6. In Section 9.2, a final bullet item: Are the requested references required for the named example projects (project references)?
- A6. Key Project Staff.
- Q7. GIS Services are not listed in any of the 5 service areas. Will GIS Services be required and which group or groups would these services fall under?
- A7. Collection Systems BOA.
- Q8. Special Provisions, Section 9.1 states: “The proposal contents shall be arranged in the same order identified with the headings as presented below” Beneath that, Section 9.8 reads: “G. Overall Quality and Completeness of the Proposal.” This section goes on to describe those items for which the proposal will be reviewed. Am I correct assuming that ASA does not need to see an actual section in proposal entitled “Overall Quality and Completeness of the Proposal?
- A8. Yes, that is correct.

- Q9. Special Provisions, Section 9.4 discusses firm's commitment to sustainability. There are five bullets listed under that section, the last which reads, "Organization & Personnel. Provide a copy of the organizational chart." I just wanted to verify that ASA is looking for an organization chart of the PRIME FIRM, not the project team and that ASA, indeed, wants that chart included under the section on sustainability and not, say, the section on management, expertise, and credentials. Some in our shop thought that perhaps since the last bullet actually appears at the top of the next page that this might have been some kind of typo.
- A9. Delete last bullet.
- Q10. On page 5, in Section 8.4 – Are the years of experience and registrations in parentheses beside each role the mandatory requirements for that project role, or just suggestions?
- A10. Suggestions.
- Q11. On page 7, in Section 9.4 – Does the "Organization & Personnel. Provide a copy of current organization chart" requirement refer to our proposed project team organizational chart, our local office's organization chart, or the firm's organization as a whole?
- A11. Local – the individuals on this project.
- Q12. We were wondering who currently holds this contract. Any assistance you could provide would be greatly appreciated. Thank you have a great day.
- A12. Current BOAs: CDM, Malcom Pirnie/Arcadis and AECOM.
- Q13. Are costs or a cost proposal required at this time? Paragraph 10.1 indicates that the Authority is not requesting cost proposals at this time. However, Paragraph 14.1 references that a Business Proposal is required with the proposal. Paragraph 16.4 also indicates that offerors should provide complete , through proposals with offerors "most favorable terms" – which could you imply only compliance with contractual terms, but could also means costs.
- A13. Not required at this time.
- Q14. Follow-up to Question 1: General Conditions and Instruction to Bidders – Paragraph 3 and subsequent paragraph reference a bid. Paragraph 3 references a sealed envelope with a pricing schedule to be submitted with the solicitation (proposal). Paragraph 13 of the General Conditions also references that bids will be opened and read publicly.
- A14. Not a bid.
- Q15. Basis of selection – once the preferred contractors are selected by ASA and oral interviews or further negotiations are established – is cost the sole decision criteria for award? Paragraph 23 of the General Conditions references that the contract will be awarded to the lowest responsive and responsible bidder. There are similar references in the General Conditions in various places.
- A15. Cost is not a decision criteria at all.
- Q16. Is a bid bond required? If a Contractor submits on multiple BOAs, is a bid bond required for each submission?
- A16. No.
- Q17. Section C asks for organizational personnel. Do you want corporate or who's responsible for the job?
- A17. Can't find Section C. However, we want who will do the job.

- Q18. Is it okay to use percentage of work to sub-contractors and not dollar amount?
A18. Yes.
- Q19. Is it okay to present electronic copies?
A19. No.
- Q20. In reference to experience, do you want personnel that will be working on the job?
A20. Yes.
- Q21. Is it \$5 million per year or for the entire contract?
A21. All BOAs.
- Q22. Are we required to submit a proposal for each group or for entire contract?
A22. One per group.
- Q23. If multiple contractors are selected for one group, who will be in charge?
A23. Primary, secondary role.
- Q24. Who will designate the primary if multiple awards are made to more than one contractor?
A24. ASA.
- Q25. Will there be a SAC committee for each of the 5 groups?
A25. Yes.
- Q26. Will there be an individual SAC for each BOA?
A26. Yes.
- Q27. Are we required to submit a bid for each BOA?
A27. No.
- Q28. Page 44-45, what are the intentions of these forms?
A28. The form on page 44 is to capture the number of small business/organization, minority and women-owned business firms doing business in Alexandria, VA. The form on page 45 is to notify ASA of any subcontractors that you will be using for your services to ASA.
- Q29. On the cover sheet/acceptance of agreement page, Atkins assumes that in the field entitled "Secretary," the Alexandria Sanitation Authority requests typed name of the proposer's corporate secretary. Is this correct?
A29. Yes.

All other terms and conditions remain unchanged.



Lander Napper
Purchasing Agent

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DATE/TIME OF CLOSING.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.