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RFP HCC22-006 for A/E Services for D.M. Bowman Family Workforce Training Center Renovation

Addendum 3, posted on May 10, 2022 contains clarifications to questions which arose from the issuance of Addendum 2 dated May 4, 2022.

Q1: The geotechnical report provided does not provide any information about allowable bearing pressures or allowable modulus of subgrade reaction values used for footing and slab on grade design. Will an additional geotechnical investigation be performed to obtain this information or should prescriptive values from the IBC be used?

A1: Please use the adopted 2018 IBC.

Q2: According to the existing drawings, the bottom of deck elevation is roughly 16'-9" above finished floor. With roof framing being roughly 20" deep, that would allow for approximately 15'-0" of clearance above the finished floor for the trucks. Conventional truck height is around 13'-6", which would allow 1'-6" of clearance to underside of structure. How high do these trucks need to be lifted to work on them? Could the trucks be lifted only a few inches with a low height lift or jack to remove tires? If a pit were used in conjunction with a low lift or jack, could that be a sufficient alternate to raising the existing roof?

A2: All measurements and clearances should be field verified. The standard cab of a tractor trailer measures 13'6" including exhaust stacks. One foot six inches would be sufficient clearance to work on the tractors.

Q3: The RFP on pg. 6 indicates, "The form and format of SF330 shall be the bidding form and format for the first phase technical proposal." Some of the answers in addendum 2 lead me to believe that we should answer the questionnaire and state in some of the SF330 sections to refer to the questionnaire for our information.

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For example, Question 21 (a good summary of several of the questions)
The Qualifications Questionnaire requests information that will be provided within the SF330 forms (e.g. consultant listing and contact information, resumes, projects). Is it acceptable to reference the SF330 document location for information requested or is all information to be included in the section with the Questionnaire?

A21: Please place all items in the scoring rubric section and reference that section for the SF330 from. This includes consultants, their contact information, resumes, and projects.

If this is the case, does this mean that for SF330 Part I firms only need to complete sections A, B, C, D, H and that sections E, F should reflect a statement such as “Please refer to the Questionnaire section for the Resumes/Project examples” and no need for section G if we’re not filling out section F?

A3: Section F and G on the SF330 can be omitted. This information will be required for the scoring rubric.

**Q4a: Clarifications for Question 13 located in Addendum 2:
On the Qualification Questionnaire (pages 33-35), for question 2a. List the professional qualifications of the firm and staff proposed for the performance of required services (Attach resumes). Is this in addition to our resumes included in the SF330 because this information will be provided on the SF330, Section E resumes provided by the prime firm and sub-consultants.**

A13: The professional qualifications only need to be listed in one area. In section SF330 please reference 2a on the Qualification Questionnaire. The second area could be an area for 3rd tier consultants if needed.

What do you mean by “reference 2a on the Qualification Questionnaire?” Do you mean put “SEE 2a” on each Section E resume or do you mean in the 2a to put “SEE 330SF Section E resumes” as the answer to 2a?

A4a: Items only need to be listed in one area. In section E of the SF330, you can list “see 2A of the Qualification Questionnaire” as the resumes will be provided there and do not need to be listed on both the qualification questionnaire and the SF330.

Q4b: WHERE are we to attach the resumes and in what format? In a separate section for the 330SF or attached to the Qualification Questionnaire in 330SF format or some other format?

A4b: Resumes can be attached to the Qualification Questionnaire.

Q4c: Please define “area” and what you mean by “3rd tier consultants.”

A4c: 3rd tier consultant would be a consultant working for another consultant.

Q4d: On page 32 of the RFP, you require a list of the KEY PERSONNEL licenses, which does not include the civil engineer, as just one example. Then in the Addendum 2, you reference that information for “ALL PARTIES” are key persons. So, do we add the civil engineer, for example, onto the page 32 along with other key personnel? Are ALL PARTIES considered KEY PERSONNEL? Then who are the “3rd tier consultants?”

A4d: Anyone working on the project design, details, and drawings would be key persons. A 3rd tier consultation would be a consultant working for another consultant.

Q5: Clarifications for question 18-19 located in Addendum 2:

Scoring rubric #2 – Detailed list of five projects that fell within 2.5% of the budget estimate in the last 3 years – Is this in addition to our 10 projects included in the SF330? If so, is this only for the Architecture firm or also for the sub consultants (engineering firms) and what format should be used? Please clarify.

A18. Please use scoring rubric requirements on page 16 and omit this section on SF330. Only five (5) projects are to be submitted.

Scoring rubric #3 - List five projects that were completed in the last five years with same size scope (between \$5M-\$10M) - Is this in addition to our 10 projects included in the SF330? If so, is this only for the Architecture firm or also for the sub consultants (engineering firms) and what format should be used? Please clarify.

A19: See A18. Please use scoring rubric requirements on page 16 and omit this section on SF330. Only five (5) projects are to be submitted.

In the RFP as originally issued, you state that the “form and format of the SF330 shall be the bidding FORM AND FORMAT for the technical proposal.” A complete 330SF submission includes sections A-D, Section E resumes, Section F projects, a Section G to illustrate the relationship of the entire team working together, and a Section H for additional relevant information. Are we to assume that by your responses to Q18 and Q19 you want us to leave out the 330SF Section F and G which would create an incomplete SF330? By your description in the Addendum 2, you suggest that you only want 5 projects (NOT Section F projects), but want the projects in some other “area” yet to be defined, although it may be attached to the Qualification Questionnaire but this is not clear.

A5: Yes, you can leave out section F and G. The five projects can be attached to the Qualification Questionnaire.

Q6: We appreciate any information that will address the above issues. We respect your efforts and are trying to determine exactly what you want in the submission. A complete 330SF would provide all the required information behind a separate tab. Putting half of it in a SF330 and half on some other form in a different “area” would be most unusual. The submission would be easier to evaluate for the reader if the organizational structure was consistent.

A6: Fully completing the SF330 would not automatically disqualify your proposal. However, we are only requesting and evaluating 5 projects per the table on page 16 of the RFP, whereas the SF330 requests 10. If you were to fully complete the SF330, it is suggested to just list 5 total projects and it would be allowable to insert the qualification questionnaire answers in section H “Additional Information” in SF330. Submitters could also address the items mentioned in the scoring rubric on page 16 of the RFP in section H of the SF330.

Q7: Are numbers 2 & 3 from the scoring rubric more geared towards the architects and not the subs? All of our subs may not have examples of projects where their individual costs fell within that high of a range.

A7: Number 2 and 3 are based on the Architecture firm not the subs.

Upcoming Deadlines:

The technical proposal closing is **May 16, 2022** at 10:00 AM. See RFP for full delivery details.

A short list will be determined and firms notified by **May 20, 2022**. The second phase sealed proposal to include pricing from short listed firms is due by **May 26, 2022** at 10:00 AM. See RFP for full delivery details.

Respectfully submitted,



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