



100 West Washington Street, Room 320 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
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**PUR-1335
ADDENDUM NO. 2
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE
AND
PRICE PROPOSALS**

**DIVISION OF ENVIRONMENTAL MANAGEMENT
ENGINEERING SERVICES for the DEPARTMENT OF SOLID WASTE
REQUIREMENTS CONTRACT**

DATE: Wednesday, March 22, 2017

**BIDS DUE: Monday, April 3, 2017
4:00 P.M.**

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of four (4) pages and one (1) attachment.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include, but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: Clarification: The County has a subscription to AutoCAD therefore; we always have the latest version. If a new version is released during the Contract period, the Consultant will be given a period of three (3) months to upgrade unless an exception has been granted by the County. For additional information regarding the AutoCAD requirements, refer to the RFP, Page 4, Section II, Scope of Work, letter "N."

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

ITEM NO. 2: *Conference Inquiry:* The RFP requires some positions to have a Maryland Professional Engineer's License. Is it acceptable to propose a professional engineer who has a pending application (for reciprocity) with the Maryland PE Board?

Response: There shall be at least one (1) individual in each of the professional classifications having a current Maryland license. In addition to providing one (1) current Maryland license holder, it is acceptable to propose a Professional Engineer who has a pending application (for reciprocity) with the Maryland PE Board. The County shall require proof that the proposed individual has obtained a Maryland license prior to being assigned to working on any County project as a Professional Engineer.

ITEM NO. 3: *Conference Inquiry:* Page 1, Project states that "Assignments with fees anticipated to exceed \$50,000 will have a defined scope of work specified and distributed to those firms deemed most qualified following in sequence of the lowest overall price proposal and offered on a stand-by list."

In the past, under this contract, how many assignments over \$50,000 have been undertaken by the Department of Solid Waste?

Response: Under the previous contract there were two (2) large projects that were over \$50,000 threshold.

Potential projects under this contract may include Environmental Monitoring Plan update for six (6) sites, follow up gas study at the Resh Road Landfill and at the City/County Landfill, design of the partial cap at the 40 West Landfill, design of the closure cap at the Rubble Landfill, Ground water study at the City/County Landfill, and the annual/semi-annual Title V reporting.

ITEM NO. 4: *Conference Inquiry:* Are the Insurance Requirements for Independent Contractors the same for the prime and sub-contractor?

Response: No, the prime will be required to submit proof showing that they have met the insurance requirements; the sub-contractor will not be required to submit proof of insurance.

ITEM NO. 5: *Conference Inquiry:* Who are the incumbents?

Response: The incumbents were awarded under a combined contract (Solid Waste and Water Quality), the incumbents are: AECOM (formally URS Corporation) - "primary", CDM Smith, Inc. - "stand by", The EADS Group Inc., - "stand by", EA Engineering, Science and Technology, Inc. - "stand by."

ITEM NO. 6: *Inquiry:* RFP Section X. Insurance Required, Para. B reads as follows:

"Professional Liability - The successful Consultant must show, prior to the execution of the Agreement, evidence of professional liability insurance coverage in the amount of one million (\$1,000,000) dollars, with a minimum coverage of one million (\$1,000,000) dollars per occurrence and one million (\$1,000,000) dollars aggregate."
We request that the word "minimum" be deleted from this sentence.

Response: The Insurance requirements are non-negotiable.

ITEM NO. 7: **Inquiry:** Document titled “Insurance Requirements for Independent Contractors”, Section II Action, Subsection 2. Comprehensive General Liability Insurance, Paragraph “Minimum Limits Required”. We request that the word “minimum” be deleted from all insurance requirements.

Response: The Insurance requirements are non-negotiable.

ITEM NO. 8: **Inquiry:** PUR-1335 Agreement, Section XXVI. Ownership of Documents, reads as follows: “The Consultant agrees that all data including but not limited to reports, drawings, studies, specifications, estimates, maps, photographs and computations prepared by or for it under the terms of this Agreement” We request that the following statement be added after the word “Agreement”: ",and not existing prior to the effective date of this Agreement,".

Response: The Ownership of Documents is non-negotiable.

ITEM NO. 9: **Inquiry:** PUR-1335 Agreement, Section XXIX. Responsibility of Consultant, Paragraph D states the following: “The Consultant shall be required to furnish, upon request by the County, proof that it has the financial capacity to provide the services and that it is financially able, through its own resources or through a qualified surety, to protect”. We request the omission of the words "qualified surety."

Response: Refer to the RFP, Page 44, Attachment “G”- Agreement, No. XXIX, Responsibility of Consultant, Letter “D” shall not be changed.

ITEM NO. 10: **Inquiry:** Has the County set a page limit regarding resumes and project summaries?

Response: No minimum or maximum limits have been set. The resumes shall show specific experience the individual has for the position(s) recommended.

ITEM NO. 11: **Inquiry:** Please clarify if a “Professional Engineer (Environmental)” or “Design Engineer (Environmental)” is required. Both of these position classifications are listed in the Staff Matrix on p. 28 of the RFP; however, they are not listed on the Proposal Form starting on p. 22, or on the Price Matrix on p. 32.

Response: The Environmental Engineer, Professional or Design, will not be used under this contract. Please see the updated Staff Matrix attached to this Addendum.

ITEM NO. 12: **Inquiry:** Does every space on the staff matrix need to have a person listed? For example, would it be adequate to list two Professional Land/Property Line Surveyors instead of listing three, as shown in the staff matrix?

Response: The only requirement is that one (1) person shall be listed for each position. If a consultant needs to add another person after the contract is awarded, the individual's resume shall be submitted for approval prior to any work being done by that individual.

ITEM NO. 13: Inquiry: Is there a limit to the number of example projects that can be submitted to illustrate team's qualifications for this RFP?

Response: No, the only requirement is that the example project be relevant to the work referenced in the RFP.

BY AUTHORITY OF:

A handwritten signature in black ink that reads "Karen R. Luther". The signature is written in a cursive style with a large, looping initial "K".

Karen R. Luther, CPPO
Director of Purchasing

STAFF MATRIX	
POSITION CLASSIFICATION	ASSIGNED STAFF
Project Manager*	
Project Manager*	
Project Manager*	
Professional Engineer* (Mechanical/Electrical)	
Professional Engineer* (Mechanical/Electrical)	
Professional Engineer* (Civil/Land Development)	
Professional Engineer* (Civil/Land Development)	
Professional Engineer* (Geotechnical)	
Professional Engineer* (Geotechnical)	
Professional Engineer* (Solid Waste)	
Professional Engineer* (Solid Waste)	
Design Engineer (Mechanical/Electrical)	
Design Engineer (Mechanical/Electrical)	
Design Engineer (Civil / Land Development)	
Design Engineer (Civil / Land Development)	
Design Engineer (Geotechnical)	
Design Engineer (Geotechnical)	
Design Engineer (Solid Waste)	
Design Engineer (Solid Waste)	
Computer Aided Design Technician	
Computer Aided Design Technician	
Computer Aided Design Technician	
Senior Environmental Specialist	
Senior Environmental Specialist	
Senior Environmental Specialist	
Environmental Specialist	
Environmental Specialist	
Environmental Specialist	
Professional Land/Property Line Surveyor*	
Professional Land/Property Line Surveyor*	

STAFF MATRIX

POSITION CLASSIFICATION	ASSIGNED STAFF
Professional Land/Property Line Surveyor*	
Survey Crew Chief	
Survey Crew Chief	
Survey Crew Member	
Survey Crew Member	
Survey Crew Member	
Survey Crew Member	
Clerical	
Clerical	

*Those marked as such are required to have appropriate professional registration.