



100 West Washington Street, Room 320 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
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**PUR-1334
ADDENDUM NO. 2
REQUEST FOR PROPOSALS REGARDING
QUALIFICATIONS AND EXPERIENCE (Q&E)
AND
PRICE PROPOSALS**

**DIVISION OF ENVIRONMENTAL MANAGEMENT
ENGINEERING SERVICES
REQUIREMENTS CONTRACT**

DATE: Monday, March 13, 2017

**PROPOSALS DUE: Wednesday, March 29, 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/or clarify the original Request for Proposal (RFP) documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages.

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: Inquiry: Can you please clarify whether a firm may respond to this RFP both as a prime and also as a subconsultant on another team?

Response: Yes, it is acceptable for firms to submit proposals both as a prime consultant and as a subconsultant.

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

ITEM NO. 2: **Inquiry:** Is it intended for Washington County’s Complete Staff Matrix (Attachment C) to replace Section G. KEY PERSONNEL PARTICIPATION of Standard Form 330 or are both Forms to be included in the Qualification and Experience Submittal?

Response: Both forms are to be included in the Qualifications and Experience Submittal.

ITEM NO. 3: **Inquiry:** Are subconsultants required to complete the non-collusion or debarment affidavits included as attachments to the RFP?

Response: No, subconsultants are not required to complete a non-collusion affidavit or a debarment form.

ITEM NO. 4: **Inquiry:** With reference to Page 14 XI Proposal Submittals: E.1. ”In addition to having all proposed staff complete Standard Form 330, detailed resumes shall be required for all professional and design positions.” Can you clarify if detailed resumes are required are all proposed staff, or for which positions the detailed resumes are required for? For example, if we are proposing staff for the following positions: Project Manager, Professional Engineer, Design Engineer, Senior Environmental Specialist, Environmental Specialist; is it acceptable to provide detailed resumes for only Project Manager, Professional Engineer, QC/QA, Senior Environmental Specialist?

Response: Detailed resumes are required for the Project Manager, Professional, Design, and Senior Environmental Specialist positions.

By Authority of:



Karen R. Luther, CPPO
Director of Purchasing