



COORDINATING COMMITTEE

PUR-1421  
ADDENDUM NO. 1

REQUEST FOR PROPOSALS REGARDING  
QUALIFICATIONS & EXPERIENCE / TECHNICAL  
PROPOSALS AND PRICE PROPOSALS FOR

ENGINEERING SERVICES REQUIREMENTS CONTRACT  
FOR DIVISION OF ENGINEERING

DATE: Monday, April 22, 2019

BIDS DUE: Wednesday, May 1, 2019  
4:00 P.M.

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all proposals 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 five (5) 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:** Refer to the RFP document, Page 19, Request for Proposals, Item XVI., Interpretations, Discrepancies and Omissions; **CHANGE**, this section to read:

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Should any Proposer find discrepancies in, or omissions from, the documents or be in doubt of their meaning, he should immediately request in writing an interpretation from: Rick F. Curry, CPPO, Director of Purchasing, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Room 3200, Hagerstown, Maryland 21740, FAX: 240-313-2331 **or send questions in MicroSoft Word platform via-email to: [purchasingquestions@washco-md.net](mailto:purchasingquestions@washco-md.net)**

All necessary interpretations will be issued to all Proposers in the form of addenda to this solicitation, and such addenda shall become part of the contract documents. Requests received after **4:00 P.M. (EDST), Wednesday, April 17, 2019** may not be considered. Every interpretation made by the County will be made in the form of an addendum.

**ITEM NO. 2:** Inquiry: Just want to check with you and see if the April 10<sup>th</sup> meeting is mandatory to attend.

Response: No.

**ITEM NO. 3:** Inquiry: could let us know the incumbent companies

Response: Refer to the RFP document, Page 2, Request for Proposals, Paragraph Four.

**ITEM NO. 4:** Inquiry: how many new contracts you are planning to award

Response: Refer to the RFP document, Page 17, Request for Proposals, Section XII, Paragraph A.

**ITEM NO. 5:** Inquiry: Could you please advise if this contract will be utilized for NPDES TMDL program and MS4 permitting tasks?

Response: Within the last two (2) years we have had approximately twelve (12) projects under the contract, including a County wide pavement maintenance analysis; a pavement, utility, and geotechnical analysis; four (4) noise analyses; three (3) wetland determination studies; and three (3) NPDES MS4 studies. We anticipate additional NPDES MS4 projects and the inspection of approximately 200 minor structures/bridges as part of the new contract. All projects are subject to County workload and priorities.

**ITEM NO. 6:** Inquiry: Is there an estimate of workload from TMDL and MS4?

Response: No, see the response to Item No. 4 to this Addendum.

**ITEM NO. 7:** Inquiry: How much work is related to FEMA, floodplain routing/studies, stream restoration, and waterway analysis?

Response: There is none currently; however, this is subject to change with County workload and priorities.

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

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**ITEM NO. 8:** Inquiry: May I please receive, via email a copy of the today's attendee list from the pre-proposal meeting for RFP PUR-1421 Engineering Services Requirements Contract Division of Engineering.

Response: A copy is included in this Addendum as Attachment A.

**ITEM NO. 9:** Inquiry: Should the proposal include full page SF 330 resumes for all of the personnel listed on the Staff Matrix (Attachment C) and the organization chart (including clerical staff) or does the County prefer resumes for key personnel only (Project Managers and Professional Engineers)?

Response: SF 330 resumes should be included for all individuals by classification except clerical, which only requires general information such as length of service with the consulting firm.

**ITEM NO. 10:** Inquiry: Instruction for the SF 330 on page 16 of the RFP reads "Due to space limitation in the form, separate detailed resumes are encourage." Does this mean that the County prefers the resumes NOT be in the SF 330 format?

Response: This is not meant to replace the SF 330 format, but to give the option for more detail when needed.

**ITEM NO. 11:** Inquiry: can a firm submit a proposal as a prime/lead contractor *and* serve as a sub-consultant/teaming partner with another prime contractor?

Response: A consultant cannot serve as a prime and a sub-consultant on different teams. They may serve as a sub-consultant on multiple teams.

**ITEM NO. 12:** Inquiry: How many tasks under the previous contract were bid to contract holders?

Response: There were two in the previous contract; the County-wide pavement maintenance analysis, and the inspection of the minor structures/bridges.

**ITEM NO. 13:** Inquiry: Will the sign-in sheets from the pre-bid conference be distributed to proposers?

Response: See the response to Item No. 8 to this Addendum.

**ITEM NO. 14:** Inquiry: Can progressive landscape experience be substituted for the Professional Landscape Architect designation?

Response: No, progressive landscape experience is not a substitute for a Professional Landscape Architect.

**ITEM NO. 15:** Inquiry: How many tasks for bid were not given to Wallace Montgomery and Associates (low bidder in RFP)?

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

Response: Two; see the response to Item No. 12 to this Addendum.

**ITEM NO. 16:** Inquiry: Would you please post a copy of the sign-in sheets from the pre-proposal meeting?

Response: See the response to Item No. 8 to this Addendum.

**ITEM NO. 17:** Inquiry: Can a firm submit a proposal as a prime and also as a subcontractor?

Response: See the response to Item No. 11 to this Addendum.

**ITEM NO. 18:** Inquiry: Regarding Attachment C of RFP PUR-1421: If the number of assigned staff within a position classification exceeds the number of designated lines, can proposers add additional lines to accommodate all assigned staff for that position?

Response: Yes.

**ITEM NO. 19:** Inquiry: Please provide a list of the types and number of projects under \$50,000 and over \$50,000 for the previous 5 year contract period, if possible.

Response: See the response to Item No. 5 to this Addendum.

**ITEM NO. 20:** Inquiry: Attachment C, Staff Matrix:  
a. Is it required to have three (3) Project Managers on staff or is one sufficient?  
b. Is it required to have multiple personal on staff for the other categories?  
c. Can one person have multiple disciplinary roles as a Professional Engineer?

Response: a. Every position must have at least one name.  
b. Every position must have at least one name.  
c. One person may be listed in multiple position classifications if they are qualified for that position.

**ITEM NO. 21:** Inquiry: Do we need to include a resume for every individual on the staff matrix (Attachment C, page 30)?

Response: See the response to Item No. 9 to this Addendum.

**ITEM NO. 22:** Inquiry: Can we please obtain a copy of the sign-in sheet from the preproposal meeting held on Wednesday, April 10?

Response: See the response to Item No. 8 to this Addendum.

**ITEM NO. 23:** Inquiry: Can projects by subconsultants be included in the Form SF 330 Section F?

Response: Yes, if the subconsultant will be included in the Staff Matrix.

**ITEM NO. 24:** Inquiry: Can a consultant be both a prime and a sub on separate teams for this contract?

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

Response: See the response to Item No. 11 to this Addendum.

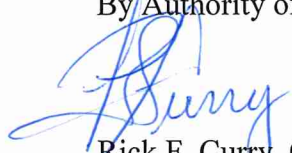
**ITEM NO. 25:** Inquiry: Section XIII.B. on page 18 of the RFP mentions construction management, however, there are no classifications for that in Attachments A, C, or F. Is the County looking for resumes for CMI staff or CMI projects?

Response: No, this is in regard to the overall planning coordination and control of a project from beginning to completion.

**ITEM NO. 26:** Inquiry: Section XI.E.3 on page 16 of the RFP mentions indicates that we need to include "A statement by the Consultant of their ability both in experience and available manpower to meet the requirements contained herein." Where should we include this statement, ie. the cover letter, SF 330 Part 1 – Section H, or as a standalone section in the submittal?

Response: The statement can be either in a cover letter or in SF 330 Part 1–Section H.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing

Pre-Proposal Conference  
ENGINEERING SERVICES REQUIREMENTS CONTRACT FOR DIVISION OF ENGINEERING

Representative's Name/E-mail (Please Print)	Company / County Dept.	Address City, State, Zip	Phone	Fax
Rick Curry E-mail: rcurry@washco-md.net	Washington County Purchasing Department	100 West Washington Street, Rm. 3200 Hagerstown, MD 21740	240-313-2330	240-313-2331
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ENGINEERING SERVICES REQUIREMENTS CONTRACT

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