



COORDINATING COMMITTEE

**PUR-1553  
ADDENDUM NO. 1  
REQUEST FOR SUBMITTALS  
REGARDING QUALIFICATIONS AND EXPERIENCE  
AND  
PRICE PROPOSALS**

**ENGINEERING SERVICES FOR SOLID WASTE DEPARTMENT  
REQUIREMENTS CONTRACT**

**DATE: Monday, May 23, 2022**

**BIDS DUE: Wednesday, June 08, 2022  
4:00 P.M.(EDT/EST)**

To Bidders:

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 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. 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: As discussed in the preproposal meeting, please confirm that the proposal can be mailed via UPS or FedEx (in lieu of hand carrying) to the listed address:

100 West Washington Street,  
Third Floor, Suite 3200,  
Hagerstown, Maryland 21740

Response: Yes, proposals can be mailed via UPS or FedEx in lieu of hand delivery.

**ITEM NO. 2:** Inquiry: There is conflicting information. Are proposals to be sent to:  
**Rick F. Curry, CPPO, Director of Purchasing,**  
Washington County Purchasing Department,  
Washington County Administration Complex,  
100 West Washington Street, Third Floor, Suite 3200,  
Hagerstown, Maryland 21740

Or

**Brandi Naugle, CPPB, County Buyer,**  
Washington County Purchasing Department,  
Washington County Administration Complex,  
100 West Washington Street, Suite 3200,  
Hagerstown, MD 21740

Or care of Both?

Response: Proposals shall be submitted to Brandi Naugle, CPPB, County Buyer,  
Washington County Purchasing Department, Washington County Administration  
Complex, 100 West Washington Street, Suite 3200, Hagerstown, MD 21740.

**ITEM NO. 3:** Inquiry: Is a MD certificate of Good Standing within the year 2022 acceptable? Or  
does the certificate need to be within 90 days?

Response: An active, non-expired registration with Maryland Department of  
Assessments and Taxation is required prior to the start of the contracting process and  
shall remain throughout this contract.

**ITEM NO. 4:** Inquiry: Will the MD certificate of Good Standing be included with the Price proposal  
or the technical proposal?

Response: See Item No. 3 to this addendum.

**ITEM NO. 5:** Inquiry: Is the insurance certificate to be included with the price proposal or technical  
proposal?

Response: Refer to the bid document, Page 23, Insurance Requirements for  
Independent Contractors. **Certificate(s) of Insurance:** The Contractor shall provide  
certificates of insurance requiring a 30-day notice of cancellation to the Insurance  
Department, Board of County Commissioners of Washington County prior to the start  
of the applicable project.

**ITEM NO. 6:** Inquiry: Would it be possible to have a searchable PDF of the RFP (in lieu of scanned  
copy)?

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

Response: No, the document shall only be downloaded from the Washington County Purchasing webpage.

**ITEM NO. 7:** Inquiry: Paragraph II. I. (p. 3) – Does this require the Consultant to contact MISS UTILITY before starting fieldwork that does not include digging?

Response: The Consultant does not need to contact Miss Utility if no digging is required; however, if the location of utilities is required for the project, then Miss Utility can be contacted.

**ITEM NO. 8:** Inquiry: Paragraph II.N. (p. 4) – Will County negotiate with property owners who refuse access to the Consultant?

Response: The County will work with the consultant to gain access to private properties.

**ITEM NO. 9:** Inquiry: Paragraph VII.A. (p. 9) – Liquidated Damages for engineering services is highly unusual. Will the County consider removing this?

Response: The Liquidated Damages clause will not be removed. Consultants shall bid the Request for Proposal (RFP) as written.

**ITEM NO. 10:** Inquiry: Paragraph VIII.C. (p. 9) – Retainage for engineering services is highly unusual. Will the County consider removing this?

Response: Refer to Item No. 9 of this addendum.

**ITEM NO. 11:** Inquiry: Paragraph XII.B. (p. 14) – The fourth sentence mentions “values indicated in the price matrix”, but no values appear in the column for “Number of Hours for Respective Classification” in the price matrix on page 28. Will the County provide the values for this column?

Response: See attachment A to this addendum.

**ITEM NO. 12:** Inquiry: Insurance Requirements, II.2. (p. 22) – As an additional insured, the client is only covered for damages it sustains due to the insured’s acts for which the insured is legally liable, not in connection with or resulting from the work. In addition, CGL insurance excludes all professional acts. Please insert “for which the Contractor is legally liable” at end of last sentence.

Response: The insurance requirements are non-negotiable.

**ITEM NO. 13:** Inquiry: Insurance Requirements, General Indemnity (p. 23) – A professional consulting company cannot indemnify for its simple acts. Please properly restate by

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

inserting the word “negligent” between “any” and “act” in the sixth line of the paragraph.

Response: The insurance requirements are non-negotiable.

**ITEM NO. 14:** Inquiry: Agreement, article XX, (p. 38) – The indemnification provisions are OK. We suggest that they should be duplicated in the insurance requirement provisions mentioned above.

Response: The insurance requirements are non-negotiable.

**ITEM NO. 15:** Inquiry: Agreement, article XXVI, (p. 39) – We suggest the following paragraph be added to the Ownership of Documents section:

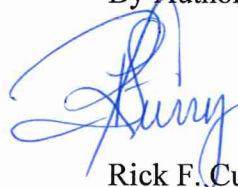
“However, notwithstanding anything to the contrary herein such materials are not suited for partial use and any modification of the materials shall be at the sole discretion, liability and risk of County. Where County does not use Consultant to make the changes, Consultant’s professional seal and title block shall be removed.”

Response: The bidder shall bid as the document is written.

**ITEM NO. 16:** A **REVISED Proposal Form** (dated 5/23/2022), pages 19 through 21 has been included as an attachment to this Addendum.

**ITEM NO. 17:** Proposers shall submit the **REVISED Proposal Form** (dated 5/23/2022) no later than **4:00 P.M., (EDT/EST), Wednesday, June 8, 2022.**

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing

| <b>Revised Price Matrix</b>                                       |   |  |   |                                      |
|---|---|--|---|--------------------------------------|
| <b>Item</b>   | <b>Job Classification</b>                           | <b>Hourly Rate from Proposal Form <sup>[1]</sup></b> | <b>Number of Hours for Respective Classification <sup>[2]</sup></b> | <b>Price Extended (Rate x hours)</b> |
| A   | Project Manager                                     |  | 25  |                                      |
| B   | Professional Engineer (Mechanical / Electrical)     |  | 25  |                                      |
| C   | Professional Engineer (Civil / Land Development)    |  | 50  |                                      |
| D   | Professional Engineer (Geotechnical)                |  | 50  |                                      |
| E   | Professional Engineer (Solid Waste)                 |  | 75  |                                      |
| F   | Professional Engineer (Environmental)               |  | 50  |                                      |
| G   | Design Engineer (Mechanical / Electrical)           |  | 50  |                                      |
| H   | Design Engineer (Civil / Land Development)          |  | 20  |                                      |
| I   | Design Engineer (Geotechnical)                      |  | 100   |                                      |
| J   | Design Engineer (Solid Waste)                       |  | 100   |                                      |
| K   | Design Engineer (Environmental)                     |  | 100   |                                      |
| L   | Computer Aided Design Technician                    |  | 500   |                                      |
| M   | Senior Environmental Specialist                     |  | 25  |                                      |
| N   | Environmental Specialist                            |  | 75  |                                      |
| O   | Professional Land Surveyor / Property Line Surveyor |  | 50  |                                      |
| P   | Survey Crew Chief                                   |  | 150   |                                      |
| Q   | Survey Crew Member                                  |  | 150   |                                      |
| R   | Clerical  |  | 75  |                                      |
| <b>TOTAL PROPOSAL VALUE<sup>[3]</sup></b><br><b>(Items A – R)</b> |   |  |   |                                      |

**REVISED Price Matrix** – (via Addendum No. 1 dated 5-23-22)

**Engineering Services for Solid Waste Department**

PUR-1553

Page 28

- [1] The Hourly Standard Rate as written on the Proposal Form (Attachment A). The written unit price for Standard Hourly Rates as indicated on the Proposal Form shall govern in transferring numbers from the Proposal Form and for extensions of calculations.
- [2] Estimation of the number of hours used for deriving a lowest cost proposal. These values in no way indicate or should be construed to indicate a minimum number of actual billable hours anticipated in this contract. These values are for the sole purpose of estimating and comparing price proposals.
- [3] This total is the value that will be used to designate the responsive, responsible Consultant with the lowest price proposal and those in increasing value of lowest cost proposals for the stand-by list.

**REVISED PROPOSAL FORM  
BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND**

**ENGINEERING SERVICES for the DEPARTMENT OF SOLID WASTE  
REQUIREMENTS CONTRACT**

The Firm of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hereby agrees to provide the requested services as defined in the proposal, attachments thereto, and

Addenda No. \_\_\_\_\_, Dated \_\_\_\_\_; No. \_\_\_\_\_, Dated \_\_\_\_\_;

Addenda No. \_\_\_\_\_, Dated \_\_\_\_\_; No. \_\_\_\_\_, Dated \_\_\_\_\_;

for the following amounts.

(Amounts shall be shown in both words and figures. The written amount shall govern.)

A. Project Manager – Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

B. Professional Engineer (Mechanical/Electrical) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

C. Professional Engineer (Civil/Land Development) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

D. Professional Engineer (Geotechnical) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

E. Professional Engineer (Solid Waste) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

F. Professional Engineer (Environmental) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

G. Design Engineer (Mechanical/Electrical) - Hourly Rate

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

H. Design Engineer (Civil/Land Development) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

I. Design Engineer (Geotechnical) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

J. Design Engineer (Solid Waste) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

K. Design Engineer (Environmental) - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

L. Computer Aided Design Technician - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

M. Senior Environmental Specialist - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

N. Environmental Specialist - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)

O. Professional Land Surveyor/Property Line Surveyor - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Written) (Figures)



P. Survey Crew Chief - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
(Written) (Figures)

Q. Survey Crew Member - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
(Written) (Figures)

R. Clerical - Hourly Rate:

Standard Rate: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
(Written) (Figures)

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Officer of Firm: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Employer's Identification No.: \_\_\_\_\_

Remarks / Exceptions: \_\_\_\_\_

Date: \_\_\_\_\_