



Addendum No. Four

DATE: 9/21/2022

Reference: RFP# 1-001-22-0002
Commodity/Title: Project Management Support Services, Long Bridge Project
Issue Date: 8/29/2022
Proposal Due: **10/6/2022 (by 2:00 PM EST)**

TO ALL OFFERORS:

This Addendum No. Four informs Offerors as to the questions/answers that were submitted to VPRA regarding the open RFP.

NOTE: **Offerors must acknowledge receipt of this Addendum in writing within the RFP Cover Page (FORM PD 07) at time of proposal submittal.**

Very truly yours,

A handwritten signature in black ink that reads "John Kostyniuk". The signature is written in a cursive, flowing style.

John Kostyniuk
Director of Procurement
Virginia Passenger Rail Authority

M: (804)339-2604

VPRA received the following questions electronically:

Question #1: With regard to the qualifications for key personnel, section 1.1 of Exhibit 2 states that qualifications are preferred. Does this take precedence over the qualifications that are listed as required in the table?

Answer #1: The qualifications listed in Exhibit 2 of the RFP are Preferred. This clarification as relates to Exhibit 2 will be memorialized in a separate Addendum.

Question #2: With regard to the qualifications for the Stakeholder Manager, can certifications such as PMP or AICP and experience collaborating with engineering disciplines on large, complex programs substitute for a PE license and BS in Civil Engineering?

Answer #2: The qualifications listed in Exhibit 2 of the RFP are Preferred. This clarification as relates to Exhibit 2 will be memorialized in a separate Addendum.

Question #3: Within Exhibit 2, Sections 1.0 and 3.0 reference “Public Outreach Manager” as a key position, while section 2.0 describes the role as “Public Relations Manager”. Can VPRA confirm which title is the correct reference for that Key Personnel Position?

Answer #3: The correct position title is Public Outreach Manager. This clarification as relates to Exhibit 2 will be memorialized in a separate Addendum.

Question #4: Tab 4, Qualifications of Project Staff and Tab 5, Qualifications of Project Manager both require detailed resumes. Given that the Project Manager is part of the Key Staff addressed in Tab 4, does VPRA want the detailed resume of the Project Manager provided in both Tab 4 and Tab 5?

Answer #4: Please provide the resume for the Project Manager only in Tab Five (5) and the resumes of all other project staff in Tab Four (4). A corrected scoring table is below and will be memorialized in a separate Addendum:

Description	Score
<i>Qualifications and Experience of Offeror (Tab 2):</i> Overall qualifications of the Offeror and the team to be assigned; prior work related to the work.	20 points
<i>Similar Projects (Tab 3):</i> The Offeror’s experience related to projects similar to the Project as described in the Statement of Work.	10 points
<i>Qualifications and Experience of Project Staff (Tab 4):</i> Key Personnel’s expertise, qualifications, and experience in relation to the project (exclusive of PMSS Project Manager).	15 points
<i>Qualifications and Experience of Project Manager (Tab 5):</i> The Assigned Project Manager’s expertise, qualifications and experience in project management related to the work.	10 points
<i>Methodology/Approach (Tab 6):</i> Soundness of the plan and creativity of approach towards the work; demonstrated understanding of the work and the needs of VPRA.	25 points

<i>Organizational Capacity (Tab 7):</i> Offeror's ability to timely perform the work given its current resources.	15 points
<i>DBE Utilization (Tab 8):</i> Offeror's plan to utilize firms certified as DBEs by DSBSD or MWAA; Offeror's status as a DBE.	5 Points
Total	100 points

Question #5: In Tab 7 Organizational Capacity, can VPRA clarify what it considers to be the Mid-Atlantic region?

Answer #5: The Mid-Atlantic region is New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, and North Carolina.

Question #6: Tab 2.C states that names for additional personnel classifications beyond the Key Personnel are not desired on the Organization Chart, however, recommendations or modifications of non-key staffing classifications is acceptable. To demonstrate our approach to deliver the project and access to available staff, is it acceptable for offerors to provide a summary of staff names for additional personnel classifications in other tabs of the offeror's response?

Answer #6: Yes, Offerors are free to recommend additional personnel classifications beyond those identified in the RFP. Offerors should clearly identify such additional personnel recommendations within their proposals so as to differentiate the content from any required items. As a reminder, proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents which cross-references the RFP requirements.

Question #7: With regard to requirement D for Tab 2 (the number, type, and value of current projects undertaken for the Commonwealth of Virginia, State of Maryland, District of Columbia, CSX Railroad, or Norfolk Southern Railroad, along with the names of the agency / company point of contact for each project):

- a. Would it be possible to get further clarification on the type of projects VPRA is requesting? Many firms do work on a number of projects that are outside of the scope of this particular engagement.
- b. With respect to clients, is VPRA referring strictly to projects for government agencies within Commonwealth of Virginia, State of Maryland, and District of Columbia? Or is VPRA looking for every single project we're undertaking within those geographic boundaries?

Answer #7: Subpart d. to Tab 2 of the RFP is intended to obtain information regarding the Offeror's past performance with the specific governmental bodies and railroad entities identified. There are no requirements as to project type/scope and, as such, all projects responsive to this item should be disclosed within the Offeror's submittal.

Question #8: Pursuant to 1) VPRA's August 24, 2022 Organizational Conflict of Interest Policy (6.0 Conflict of Interest Standards), and 2) the VPRA August 29, 2022 Long Bridge RFP (#1-001-22-0002) (20.0 Organizational Conflict of Interests) – it is critical that a no prospective Long Bridge Project PMSS Offeror have a competitive advantage over others. Under the assumption that some potential Offerors may have developed and/or may still be supporting the development of Long Bridge Project deliverables, it is requested that VPRA make those deliverables, if any, final or draft, available to other Offerors. This could be accomplished in a confidential manner. Deliverables of interest could include (but not be limited to): Project Management Plan (PMP), Project Risk Register, Master Project Schedule, Project Cost Estimate,

Project Quality Management Plan (QMP), Project Financial Plan (FP), Critical Memorandums of Agreement/Understanding, current Design Drawings/Files, etc.

Answer #8: To the extent they arise, matters involving any real or perceived Organizational Conflict of Interest (OCI) will be addressed in accordance with VPRA's OCI Policy. As noted in the OCI Policy at Section 6.6, VPRA may, where feasible, authorize the release of information so as to neutralize or mitigate any significant potential OCI that arises from an Offeror's unequal access to information. This will be addressed on a case-by-case basis. Pursuant to the OCI Policy, Offerors are required to disclose any known OCI to VPRA or request a determination to the extent they are uncertain about whether a particular matter might give rise to an OCI. Offerors shall submit disclosures or requests to john.kostyniuk@vpva.virginia.gov.

Question #9: Under 13.2 Specific Requirements in the RFP, will VPRA consider allowing a two-page cover letter or executive summary of the proposal?

Answer #9: Yes. Please make sure to include any additions in your table of contents.

Question #10: Exhibit 2: Key Personnel & Other Classifications, qualifications for Stakeholder Manager, states that the Stakeholder Manager must possess a BS in Civil Engineering or related field and a Professional Engineer license. Please consider allowing a non-BSCE and/or non-PE to be eligible for the Stakeholder Manager position.

Answer #10: Please refer to our response to question two.

Question #11: In 14.0 Evaluation Criteria, *Qualifications and Experience of Project Staff (Tab 4)* text relates to the Project Manager as opposed to the Project Staff and is also the same text associated with *Qualifications and Experience of Project Manager (Tab 5)*. This is inconsistent with the 13.2 Specific Requirements for Tab 4. Please clarify that the 14.0 Evaluation Criteria *Qualifications and Experience of Project Staff (Tab 4)* should relate to the Project Staff.

Answer #11: Tab 4 in the evaluation criteria is for Qualifications of Key Personnel (exclusive of the PMSS Project Manager) and Tab Five in the evaluation criteria is specific to the PMSS Project Manager. This clarification as relates to Sections 13.2 and 14 of the RFP will be memorialized in a separate Addendum.

Question #12: Tab 2: Qualifications and Experience of Firm states that information within this section (items a through e) shall be provided for the prime and sub-offerors. Information in response to item d for the number of agencies in each state could yield 100's of projects per team member, therefore:

1. Can VPRA remove this requirement for sub-offerors?
2. Would VPRA consider offerors providing a cumulative number of projects/dollar value per client/agency to reduce the number of individual projects it lists?

Answer #12: Tab 2 pertains to the qualifications and experience of the firm (not team members) and, as noted in the RFP, also applies to Sub-offerors. VPRA will not be amending or removing any of the requirements set forth in any of the subparts to Tab 2. Accordingly, Offerors should strictly comply with the submittal requirements as outlined therein.

Question #13: Tab 2.e states "disclosure of any professional disciplinary judgements or actions taken against the Offeror or the Offeror's principles by professional regulatory bodies." Does VPRA require sub-offerors to respond to this disclosure requirement as well?

Answer #13: Yes, the Offeror shall provide any professional disciplinary judgements or actions taken against their firm, and any of their Sub-offerors.

Question #14: TAB 2, Item d requires the number, type, and value of current projects undertaken for the Commonwealth of Virginia, State of Maryland, District of Columbia, CSX Railroad, or Norfolk Southern Railroad, along with the names of the agency / company point of contact for each project. Would VPRA consider limiting the projects to those that are transportation related only?

Answer #14: No. VPRA will not be amending or removing any of the requirements set forth in any of the subparts to Tab 2. Accordingly, Offerors should strictly comply with the submittal requirements as outlined therein.

Question #15: Exhibit 2 paragraph 3.1 states “The Offeror shall provide written descriptions for proposed responsibilities and qualifications for all proposed positions.” May we include the descriptions in an appendix?

Answer #15: Yes. As a reminder, proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents which cross-references the RFP requirements.

Question #16: TAB 2: Qualifications and Experience of Firm, states the following requirement: “d. number, type, and value of current projects undertaken for the Commonwealth of Virginia, State of Maryland, District of Columbia, CSX Railroad, or Norfolk Southern Railroad, along with the names of the agency / company point of contact for each project.” What is VPRA looking for with regards to “value” of current projects undertaken? Does this refer to the overall contract value?

Answer #16: Yes.

Question #17: TAB 7: Organizational Capacity, states the following requirement: “b. disclosure of Offeror’s current workload in the Mid-Atlantic region.” How should Offerors present/structure the current workload (e.g. project name, anticipated completion date)?

Answer #17: It is recommended that Offeror’s provide the following information in response to subpart b. to Tab 7: (a) contract number and name, (b) awarding authority, (c) scope of services (summary description), (d) overall contract value, (e) percentage of completion; and (f) term (including any potential renewals or extensions). Additionally, Offerors are free to limit the disclosures required under subpart b. to Tab 7 to the Offeror’s current major contracts (those with a value of \$5 million and above).

Question #18: Please clarify #11.1. We read this to say that Appendix 1 containing requested exceptions to the RFP Terms is to be submitted after ranking, but that exceptions cannot be taken to terms dictated by federal or state law, regulation or ordinance. Please confirm that reasonable exceptions to any other requirement will be considered, and resolved prior to request for pricing.

Answer #18: VPRA will entertain certain reasonable exceptions to the RFP terms, but as noted, cannot negotiate or waive terms required by any federal or state law, regulation or ordinance. VPRA reserves the right to request that a top ranked Offeror provide pricing during the pendency of any negotiation over RFP terms.

Question #19: We note that Pre-Construction Phase Services include “Performance of hazardous materials investigations” but Construction Phase Services do not include any responsibility regarding certification, handling, removal, and disposal of such hazardous materials. Please confirm our understanding of these responsibilities.

Answer #19: The PMSS may perform studies regarding remediation, but it is anticipated that any physical remediation will be carried out by the contractors.

VPRA received the following questions during the pre-proposal meeting

Question #20: Is there a specific format for resumes?

Answer #20: VPRA understands that standard formatting of resumes can differ for the various positions, however, the following information must be clearly displayed within each resume:

- total applicable years of professional experience.
- total applicable years of professional experience with current employer.
- any degrees, list type of degree, major, name of the university and location.
- any professional certifications.

Question #21: Will VPRA release the names of the evaluation committee?

Answer #21: No. VPRA has a robust committee from across the organization but will not release the names. Since all communications must go through VPRA Procurement, please reach out to John Kostyniuk john.kostyniuk@vpva.virginia.gov if you have any questions.

Question #22: What is an informal interview?

Answer #22: As set forth in the RFP, informal interviews are designed to provide an opportunity for two or more selected Offerors to clarify or elaborate on the corresponding proposal. This is a fact finding and explanation session only and does not include negotiation.

End of questions.