



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

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Commissioner

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October 1, 2020

ADDENDUM NO. 2 TO ALL RESPONDENTS:

Reference – Request for Proposal: 156167
Commodity: Office of Public-Private Partnerships (P3 Office)
Staff Augmentation
Dated: September 1, 2020
For Delivery To: Virginia Department of Transportation
Commonwealth of Virginia
Due Date: October 23, 2020 at 2:00 PM CHANGED
Preproposal Conference: September 8, 2020

The above is hereby changed to read:

- I. Reference Section V, Subsection F:
Replace “All signatures shall be original and signed in black ink” with **“Electronic signatures are acceptable”**
- II. Reference Section V, Subsection H, Item 4. ii:
Replace “Section IX.18” with **“Section X. S”**
- III. Reference Section , Subsection Item 3:
Replace paragraph with the following
“Small Business Subcontracting Plan Evaluation Criteria: Offerors certified as small businesses by the Virginia Department of Small Business and Supplier Diversity (DSBSD) by the date bids are due in response to this solicitation shall receive 20 points. Offerors that identify in Attachment B, portions of the resulting Contract that will be subcontracted to DSBSD certified small businesses will receive up to fifteen points (15) in accordance with the following chart.”
- IV. Questions and Answers:
 1. Does the Past Performance/Experience apply to the entire team or just the prime contractor?
 - A. **Past Performance/Experience applies to the Entire team. See section III. STATEMENT OF NEEDS, Subsection B. Offeror-Team experience and organization, Paragraph 1.**
 2. Is this work currently being performed by a contractor? If so, please name the incumbent contractor and contract number?
 - A. **See Addendum No. 1, question number 5 for list of incumbents and contract numbers.**
 3. Do the current employees/contractors have the right of first refusal?
 - A. **No.**

4. Will all these positions be in the Richmond Metropolitan Area? If not, what other locations will the staff be expected to work?
 - A. **All work will be performed “for” the Central Office located in Richmond, VA. However, P3 projects may expand across all 9 VDOT districts in the Commonwealth. Some projects might require a Richmond, VA team.**
5. Is the Prime Contractor the only member of the Offeror team who need to be registered in eVA?
 - A. **Yes. All vendors who accept purchase orders from Commonwealth agencies and institutions must register in eVA. Since purchase orders will be made to the Prime only, the Prime is the only one required to register into eVA. However, VDOT encourages all to register in eVA.**
6. Is there a preference for SWaM-Certified prime contractor?
 - A. **Per section VI. EVALUATION AND AWARD CRITERIA, Subsection A. EVALUATION CRITERIA, Paragraph 3. Small Business Subcontracting Plan Evaluation Criteria; a SWAM certified Offeror shall receive 20 points. Non-SWAM Offerors may receive up to fifteen points (15) in accordance with the chart included in the RFP.**
7. **Page limit:** We understand that the 35 page limit does not include Resumes or Attachments A, B, (separate file), D, E, and G (separate file). Could you please confirm that the following items are also not included in the 35 page limit:
 - RFP Cover Sheet
 - Addenda acknowledgements, if any
 - RFP Requirements Compliance Disclosure
 - Conflict of Interest Disclosure
 - Letter of Submittal
 - Statements/letters indicating all members commitment to the proposal (see page 14 H (1) (i))
 - A. **Complete proposal should be a maximum of 35 pages, excluding the SWAM Plan (Attachment B), Fee Proposal (Attachment G), Resumes, Addenda and RFP Cover Sheet. Please refer to section V. SPECIFIC PROPOSAL INSTRUCTIONS.**
8. **Content order:** Please can you let us know whether it would be acceptable to include Item D (Noncompliance list) and Item E (Conflict of Interest) within Item F (Letter of Submittal)?
 - A. **No, please refer to section V. SPECIFIC PROPOSAL INSTRUCTIONS, and submit in the order defined.**
9. **Pricing:** The agreement has a 5-year term and we believe that it would be in the both parties' interest to provide for annual escalation of rates to minimize the need for additional contingency. Please can you consider allowing for annual inflation to be included within the rate structure?
 - A. **No, all parameters surrounding rates are set for the term of the contract.**
10. **Limit on Number of Personnel:** On page 14, the RFP states that “No more than three personnel shall be provided for any one staff position.” Given the breadth of scope and the need for multiple teaming partners, we would like to confirm that this is three individuals from each entity and not three individuals from the Offeror Team?
 - A. **No more than three on Offeror Team, and no more than three per subcontractor.**
11. **Description of Offeror Team Members:** Please can you confirm that the references to “members” within Section H (1) refers to the entities rather than individual personnel and that you are requesting references and letters of commitments from the entities rather than each individual.
 - A. **Members are defined as individuals. Please refer to Section V. SPECIFIC PROPOSAL INSTRUCTIONS, Subsection H. Service Category Section, Paragraph 1. i.**
12. **Conflict of Interest:** Within Section V. E there is a requirement to provide disclosure of any actual or perceived conflict of interest the Offeror has with regard to the Project. Could you clarify whether there are any specific projects we should be evaluating conflicts as part of the RFP?
 - A. **Any Offeror Team engagement with an entity with objectives in opposition of VDOT and or the Commonwealth’s interests is perceived as a conflict of interest.**

13. **Original signatures:** Within Section V. F the RFP states “All signatures shall be original and signed in black ink.” Given the electronic only submission please can you allow Offerors to utilize electronic signatures?
A. Please see Change number I above that corrects this language.
14. **Experience:** Please can you confirm that the experience advising private sector clients on similar issues would be considered relevant experience for each Staffing Position and the years of experience is not necessarily limited to experience “working with state and federal governments, preferably in Virginia”
A. Yes, experience advising private sector will be considered.
15. We did not attend the Pre-conference meeting on September 8, 2020 at 12:00 PM ET. Can we still go ahead and submit a proposal on this RFP?
A. Yes, the pre proposal conference was optional.
16. Is there a dollar cap for each contract and/or any guaranteed minimum amount per contract?
A. No, all contract ceilings will be set by VDOT.
17. Are proposers required to propose on each of the categories shown in Section III.A of the RFP or can we propose selectively on these categories?
A. VDOT is looking for a complete solution that meet the needs of all the services requested in the RFP. VDOT advises Offerors to propose on each of the categories shown in Section III.A of the RFP.
18. I. Definitions - The definition of "Offeror" does not define whether the Prime Consultant is the only team member considered as the "Offeror". Please confirm that where "Offeror" is referenced throughout the RFP, with the exception of (Offeror Team") that VDOT are only referencing the Prime Consultant and not subconsultants.
A. Yes, the Offeror is the Prime only, see definitions for “Offeror” and “Offeror Team” in section I Definitions.
19. If any bidder(s) is in the process of obtaining certification as a Small, Woman-owned and Minority-owned businesses (SWaM) and has submitted all requirements, can points be assigned accordingly for evaluation purposes, subject to final approval by the Virginia Department of Small Business and Supplier Diversity, after which evidence of compliance is subsequently provided prior to contract execution?
A. Per section VI. EVALUATION AND AWARD CRITERIA, Subsection A. EVALUATION CRITERIA, Paragraph 3. Small Business Subcontracting Plan Evaluation Criteria; must be a SWAM certified Offeror by the due date in order to receive 20 points. Non-SWAM Offerors may receive up to fifteen points (15) in accordance with the chart included in the RFP.
20. Is there a set maximum number of references that can be provided, or can we provide more than 4 (within reason), in the table below?
A. No, Offerors must indicate either in the table of Attachment A or by attachment a listing of at least three (3) clients that your firm has provided the products and/or services described in the Proposal.
21. How is the relevant experience scored? Are additional points provided for relevant experience over the minimum requirements?
A. Offerors may receive a maximum of 25 points for Experience, qualifications & capabilities of Offeror team, see Section VI. EVALUATION AND AWARD CRITERIA, Subsection A. EVALUATION CRITERIA.
22. Will VDOT consider a limited number of edits to the General Terms and Conditions to align with the Offeror's scope, pricing schedule, and insurance cover?
A. Offerors must indicate any item(s) where the proposal is not in compliance with RFP requirements and explain why the deviation should not be viewed detrimentally by VDOT as required by Section V. SPECIFIC PROPOSAL INSTRUCTIONS, Subsection D.
23. Section V.H.4.ii of the RFP asks proposers to “See Special Terms and Conditions, Section IX.18 for additional information on small business contracting and required evidence of compliance”. However, there does not appear to be a “Section IX.18” in this RFP.
A. See change number II that corrects this language.

24. Can VDOT please confirm whether the reference in question should be “Section X.S” instead?
A. See change number II that corrects this language.
25. Section VI.A.3 of the RFP stipulates that points attributable under the Small Business Subcontracting Plan are subject to small business certifications from the Virginia Department of Minority Business Enterprise (DMBE). However, Section X.S.1 of the RFP stipulates that “No offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD)”. We understand that the DMBE is a legacy agency that was combined with the former Virginia Department of Business Assistance to form the DSBSD. Can VDOT please clarify whether the points evaluated under VI.A.2.v of the RFP are subject to small business certifications only from the Virginia Department of Small Business and Supplier Diversity (DSBSD)?
A. Yes, see change number III above that corrects this language.
26. Page 14, Section, H: Service Category Section, Under H.1.iii it states "Offerors shall provide a completed Offeror Data Sheet (Attachment A) for each member." Does Attachment A need to be submitted for each individual proposed, or for each company?
A. See response to Question number 13 above that defines “member”.
27. Page 13, Section, IV: PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS, Under IV.C Oral Presentations, it states Offerors may be required to present their proposal to the agency. Is there a requirement to develop an Oral presentation as part of the offerors response to the RFP? How is this weighted in the evaluation of the offeror's proposal?
A. No, an oral presentation is not included as part of the proposal submission.

Note:

When submitting a response, a signed acknowledgment of this addendum or any subsequent addenda must be received *prior* to the due date and time *or* attached to your response. Signature on this addendum does not substitute for your signature on the original response document. The original response document must be signed.

Tiffany Winfrey
Tiffany Winfrey
Contract Officer
Phone: 804-692-0455

Name of Firm

Signature

Title

Date