



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

Stephen C. Brich, P.E.
Commissioner

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October 20, 2020

ADDENDUM NO. 3 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: November 6, 2020 at 2:00 PM
Preproposal Conference: September 8, 2020

The above is hereby changed to read:

- I. Reference Title Page:
REPLACE “Proposals Due: 2:00 pm, October 13, 2020” with “Proposals Due: 2:00 pm, November 6, 2020”
- II. Revised Attachment G Pricing Schedule attached to this Addendum.
- III. Reference Section V. Specific Proposal Instructions, Subsection H. Service Category Section, Subsection 1. Description of Offeror Team members, Paragraph iii:
REPLACE “each member” with “each company”
- IV. Reference Addendum No. 2, Question Number 26:
**REPLACE answer with the language below
“Attachment A must be submitted by each company.”**
- V. Questions and Answers:
 1. **Alternative Pricing:** The RFP states that the Alternative Pricing Schedule items are routine and frequently requested by the P3 Office. In order that we may be as responsive as possible, please can you provide an example scope of work for each item so that those who have not had the opportunity to provide these services previously to the P3 Office are able to respond adequately.
 - A. **Expected level of effort will vary based on the size and scope of the project. However, a project screening report is prepared pursuant to the 2017 PPTA Manual and Guidelines and provides the minimum requirements of the report.**

VDOT will provide minimum requirements for all items listed in SERVICES/DELIVERABLES Minimum Price to the awarded contractor at the time of request. See the template task order here: <https://www.p3virginia.org/ppta-resources/> and in the RFP.

2. RFP Section III.B lists "Technical Writer" as a required position, however this position is not included in the staff category table on page 45. Should Technical Writer be included in the table?
 - A. **Yes, see attached revised Attachment G that includes this position.**
3. XII Pricing Schedule - Please clarify if each of the hourly rates to be provided for each role be composite/fully burdened rates or if they should be true minimum rates?
 - A. **Hourly Rates should be true Minimum rates.**
4. Could VDOT please provide a list of anticipated projects to be considered under the RFP required services?
 - A. **Specific projects cannot be provided at this time. Please find updates on the P3 public facing website: <https://www.p3virginia.org/>.**
5. Can VDOT please provide a list of major risks/challenges/problems it faces in planning, contracting and implementing Capital Projects on-time and on-budget?
 - A. **The below key risks and challenges arise while attempting to develop very complex, cross functional, cutting edge solutions that are financially feasible, commercially viable and meet VDOT and Commonwealth needs.**
 1. **Net new concepts that have not been developed**
 2. **Ensuring adherence to the Commonwealth legal parameters and revised legislation**
 3. **Cross coordination with private sector with competing priorities and key objectives**
 4. **Overall project size and complexity**
6. Can VDOT please provide an illustration of the P3 Office Project Team and their governance model? And, how will the P3 Office Project Team interface with selected contractor within the governance model?
 - A. **Please see the current P3 team on the P3 public facing website: <https://www.p3virginia.org/p3-team/>.**
7. Can you confirm that this procurement covers the subject matter of the two contracts currently in force (e.g. Financial advisory and Business Management services) and essentially combines those two previous contracts?
 - A. **Yes, this procurement combines the two previous contracts. This current procurement covers both Financial Advisory and Business Management services.**
8. Is it permitted for offerors to put forward a proposal with scope exclusions?
 - A. **VDOT is looking for a complete solution that meet the needs of all the services requested in the RFP. 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.**
9. Please would VDOT confirm that the request for proposals does not anticipate legal counsel to be part of the scope? We understand that there is a separate request for proposals for legal counsel.
 - A. **Legal counsel is not included in this request for proposal.**
10. Please would VDOT confirm that the request for proposals does not require the Offeror to be a Municipal Advisor as defined by federal laws, regulations, agencies, and commissions (including the Securities and Exchange Commission ("SEC")), and self-regulatory organizations such as the Municipal Securities Rulemaking Board ("MSRB").
 - A. **No. All requirements for the Offeror are listed in section: III. STATEMENT OF NEEDS: Section B: Offeror-Team experience and organization**
11. Please would VDOT clarify whether the scope includes the creation of traffic and revenue forecasts, or the review of them only?
 - A. **It is on a case by case basis. In majority of instances, VDOT will ask for creation of a traffic and revenue forecast and in other situations, VDOT may ask for review of a third-party traffic and revenue analysis.**
12. Will VDOT retain a separate traffic advisor to produce traffic and revenue projections as needed?

- A. The staffing need will be determined at the time of the request based on the scope.**
13. Will there be distinction between task orders for Business Management and for Financial Advisory services?
- A. Yes, the specific need will be identified at the time of request.**
14. Please elaborate on the alternative pricing schedule for services considered routine to the business on p. 45 of the RFP. What do minimum prices refer to? Will task orders be dictated based on the proposed minimum prices?
- A. The Department aims to receive fair pricing for routine services. Minimum prices refer to the minimum price for a specific category. Task orders will be dictated based on the agreed upon price.**
15. Regarding the requirements for the Estimator position on p. 9 of the RFP, will having certifications from Association for the Advancement of Cost Engineering (AACE), such as Certified Cost Professional (CCP) be considered as substitutions to the requirements established in the RFP?
- A. Certifications from Association for the Advancement of Cost Engineering (AACE), such as Certified Cost Professional (CCP) would be considered as technical training and/or related experience.**
16. Regarding the requirements for the Scheduler position on p. 9 of the RFP, will having certifications from Association for the Advancement of Cost Engineering (AACE), such as Planning and Scheduling Professional (PSP) be considered as substitutions to the requirements established in the RFP?
- A. Certifications from Association for the Advancement of Cost Engineering (AACE), such as Scheduling Professional (PSP) would be considered as technical training and/or related experience.**
17. Section III.B.1.i and Section III.B.1.ii of the RFP state the minimum qualifications of five (5) public private partnership projects or projects involving alternative delivery methods and two (2) project designated as “major projects” by the Federal Highway Administration. Please confirm the two (2) FHWA projects can be in the five (5) public private partnership and alternative delivery methods project count.
- A. The two (2) can be in the five (5) as long as they are designated “major projects” by the FHWA.**
18. Section H.2.i of the RFP states, “For every project listed in the Proposal, Offerors must provide the current contact information (name, telephone number, and email address) for a knowledgeable individual that will permit VDOT to obtain reference information and confirm the information provided by Offerors with regard to each listed project.” Please confirm that reference contacts are only needed for projects that are used to fulfill the offeror-team qualifications specified in Section B.1.i and B.1.ii of the RFP?
- A. No, reference contacts are not limited to the projects used to fulfill the offeror-team qualifications specified in B.1.i and B.1.ii of the RFP.**
- The Offerors shall be aware that the ASD Contract Officer reserves the right to conduct an independent investigation of any information, including prior experience, identified in a Proposal by contacting project references, accessing public information, contacting independent parties, or any other means. The ASD Contract Officer also reserves the right to request additional information from an Offeror during the evaluation of its Proposal.**
19. For the Pricing Schedule (Attachment G of the RFP), can VDOT please clarify how Offerors responding to this RFP should incorporate the minimum hourly rates of multiple firms (i.e., Prime Contractor and Subcontractors) which may have different rates for each of the Staffing Positions (e.g. Expert, Task Manager, Task Specialist etc.)?
- A. Offerors should provide an Attachment G for both Prime Contractor and Subcontractors. If pricing differs, an Attachment G for each.**
20. Can VDOT please clarify if, as suggested in Section V.H.1.i of the RFP, only three personnel for each staff position will be evaluated?

- A. Yes.
21. Can VDOT please confirm whether the RFP Cover Sheet and all addenda acknowledgments (as referenced in Section V.A of the RFP) are excluded from the 35 page limit referenced in Section IV.B.5.ii of the RFP?
- A. **See response to Question Number 7 of Addendum No. 2.**
22. Can VDOT please confirm whether the table of contents required in the Proposals (as outlined in Section IV.B.3 of the RFP) is excluded from the 35-page limit referenced in Section IV.B.5.ii of the RFP?
- A. **Proposal must contain a Table of Contents but it is excluded from the 35 page limit.**
23. Page 14, Section V: Specific Proposal Instructions G: Executive Summary states "Offeror shall...indicate which service category the Offeror is responding to." What are the service category options that this refers to? Does this refer to the list under A. Required under Section III. Statement of Needs?
- A. **Yes, please refer to Section III - Statement of Needs, subsection A. Required Services.**
24. Page 13-14, Section V: Specific Proposal Instructions The RFP from 2/5/16 (RFP# 153195-CMW) required separate proposals for Business Management Services and Financial Advisory Services. Does the same requirement exist for this RFP, or is each Offeror expected to submit one proposal total?
- A. **The Offeror is expected to submit one proposal for both business and financial advisory services.**
25. Page 33, Section Attachment A If Attachment A must be provided for each team individual, does that individual need to have provided services for each client listed in 3. References?
- A. **See change number III and IV that changes this language.**
26. Page 45, Section Attachment G Is the Offeror required provide both pricing schedules in Attachment G?
- A. **Per section V. SPECIFIC PROPOSAL INSTRUCTIONS, subsection H. Service Category Section, subsection 5. Fee Proposal forms: The Offeror shall submit completed Fee Proposal forms (Attachment G) for each staffing position required for the service category included in the Proposal. The Fee Proposal Form requires the Offeror to indicate set Hourly Rates for each staff position. In addition, the Offeror must indicate a quality assurance Minimum Hourly Rate for staff positions expected to conduct quality assurance over work performed by Subcontractors.**
- The Fee Proposal form also includes alternative pricing for services that are routine and central to the business. The Offeror has the opportunity to propose additional services for alternative pricing.**
27. Will teams be allowed to add subconsultants after contract award?
- A. **Yes, by submitting Attachment F for approval to the VDOT Contract Officer.**
28. Will teams be allowed to utilize staff from member firms in addition to those staff named as key personnel in their proposal?
- A. **Yes, as approved by VDOT. Per Section III. STATEMENT OF NEEDS, subsection C. Staff Changes, Changes in Contractor(s) staff or Sub-consultants assigned to a project or Task Order shall be communicated in writing to the P3 Office prior to the individual performing any work within two (2) business days of the change. Resumes of new Contractor staff shall be submitted for review and P3 Office written approval before new staff performs work.**
29. I am currently a certified DBE through the Virginia Small Business and Supplier Diversity. It is unclear to me from the RFP if I would qualify as part of the proposal's Small Business Subcontracting Plan if I'm a certified DBE with DSBSD. Can you please let me know?
- A. **Subcontractors included in Section B of the Small Business Subcontracting Plan must be certified as a small business by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of this solicitation to participate in**

the SWaM Program. Please visit www.sbsd.virginia.gov or contact DSBSD to confirm your certification.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include SBSB-certified women- and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status when they also hold a DSBSD certification as a small business on the proposal due date.

30. On page 14, Section H.1 Description of Offeror Team members, it says "Offerors shall provide descriptions of each member of the Offeror Team, with statements and/or letters indicating all members' commitment to the Proposal." If letters are provided, will these be counted against the overall or section specific page count?

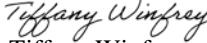
A. Letters of submittal will not be included in the 35 page limit.

31. On page 14, Section H.1 Description of Offeror Team members, it says "Multiple personnel may be submitted for required staffing positions identified to demonstrate the breadth of the expertise available. No more than three personnel shall be provided for any one staff position." Is it the intent of VDOT to only have a maximum of 21 names on the organization chart (7 staff positions x 3 per position)? Also, are these personnel the only resumes that are required and/or expected to be submitted?

A. Yes, the Offeror shall submit completed Resume for each staffing position required for service category included in the Proposal.

Note:

When submitting a response, a signed acknowledgement 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
Contract Officer
Phone: 804-692-0455

Name of Firm

Signature

Title

Date