



FAYETTEVILLE PUBLIC WORKS COMMISSION

PROCUREMENT DEPARTMENT

<https://www.faypwc.com/bids/>

Bid Addendum

PWC Number: PWC2324031

Bid Title : On-Call Water Resources Professional Engineering Services
Wastewater Facilities

Bid Opening Date and Time: January 24, 2024 by 5:00 P.M. E.T

Addendum Number: III

Addendum Date: January 11, 2024

Procurement Advisor: *Victoria McAllister, Purchasing Manager*
procurement@faypwc.com

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1. Return one properly executed copy of this addendum with bid response or prior to the Bid Opening Date/Time listed above.
 2. The solicitation is hereby modified as follows:

M1. QUALIFICATION STATEMENT REQUIREMENTS, SECTION 2-PERSONNEL

The following section has been removed and replaced with the following language:

Section 2 – Personnel (20% of score)

- Identify the client and anticipated project manager's name and provide resume of their experience. Include contact information.
- Identify team members proposed for the specified discipline, and their anticipated role in working on a project.
- Specify professional qualifications of key management and staff personnel to be assigned to the specified discipline.
- Identify specialty, level of expertise, education and any direct work experience on projects similar in scope to the specified discipline.
- Identify personnel to be used that are located in a local office of the firm.

Note: Substitution of other personnel after the selection is made must be approved by PWC.

M2. QUALIFICATION STATEMENT REQUIREMENTS, SECTION 3- CONSULTANTS/SUB-CONSULTANTS/OTHER PARTICIPANTS

This section has been removed and replaced with the following language:

Section 3 – Consultants/Sub-consultants/Other Participants (15% of score)

- Provide a general list of consultants who would be retained to provide services for the specified discipline outlined in this RFQ. Provide a synopsis for each to include size of staff, names of key personnel and services to be provided as well as past experience.

- Specify how your firms would manage and allocate work anticipated to be attributed to these consultants.
- Identify personnel to be used that are located in a local office.

Note: If other Consultants or Sub-contractors are substituted or other Consultants or Sub-contractors are needed based on the assigned project, these Consultants and Sub-contractors must first be approved by PWC.

M3. QUALIFICATION STATEMENT REQUIREMENTS, SECTION 4- PROJECT AND PROJECT MANAGEMENT EXPERIENCE

This section has been removed and replaced with the following language:

Section 4 – Project and Project Management Experience (25% of score)

- Document expertise in the specified discipline that is listed in this RFQ.
- Indicate any previous project experience with PWC, within the past five (5) years. Provide a brief project summary, PWC contact, and whether the project was completed within scope, budget, and schedule.
- Provide a brief description of at least five (5) relevant projects completed in the last five (5) years, for the specific discipline listed in this RFQ. Include work completed under similar on-call engineering service agreements with other utilities and/or municipalities.
- Provide names and contact numbers for references for similar projects.

M4. QUALIFICATION STATEMENT REQUIREMENTS, SECTION 5- PROJECT APPROACH AND UNDERSTANDING

This section has been removed and replaced with the following language:

Section 5 – Project Approach and Understanding (30% of score)

- Provide detailed information on your firm's ability to provide the engineering services for the specified discipline that is described in this RFQ. Include discussion on proposed processes for managing and completing projects under the specified discipline.
- Identify your firm's general approach to managing projects under the specified discipline described in the RFQ and describe the approach your firm would use to staff various projects under the specified discipline.
- Describe why your firm should be selected.

3. Following are questions received about the solicitation and the SME's answers to the questions.

Q1. *The Scope of Services introduction section (page 3) identifies both water and wastewater infrastructure within the PWC service area. Can you confirm that this RFQ applies to wastewater facilities only?*

A1. Yes, this RFQ is for Wastewater Facilities ONLY.

- Q2. Section 3 requires respondents to identify the percentage of work that will be attributed to subconsultants, which would vary based on the specific needs of any given assignment. Can you confirm the need to meet this requirement as part of our response**
- A2.** See revised Section 3.
- Q3. Since the nature of any assignment and level of contribution from MWDBE partners is unknown at this time, please confirm that MWDE forms provided in the RFQ as pages 9 – 18 should be submitted as part of our response. If they are required, please also confirm that they would not count toward the total page limit.**
- A3.** The MWDBE forms provided in the RFQ on pages 9-18 must be submitted as part of respondents' submittals. These pages **do not** count toward the total page limit.
- Awarded firms are required to comply with the MWDBE Program for each contract awarded under the RFQ, which will result in MWDBE forms to be submitted with each contract.
- Q4. The RFQ references wastewater types of projects - will the On-Call include water projects as well?**
- A4.** No, this RFQ is for Engineering Services at our Wastewater Plants ONLY.
- Q5. A significant emphasis was placed on a project understanding/approach for the scoring - with this being an on call, is the intent for firms to provide just a general approach to projects and project management?**
- A5.** Yes, the intent is to get a general understanding of how each firm manages projects of similar nature, and to describe why your firm should be selected.
- Q6. Similar to previous, a specific project schedule cannot be developed without an assignment - is the intent to provide a "typical" schedule for initiation of work and assumed timeframes for projects of an On-Call size?**
- A6.** No schedule needs to be submitted. Please see revised Section 5.
- Q7. Is the scope of services needed for every item listed or can we just submit for specific design items. Piping replacement and modification and all the typical serves associated with the task..ie surveying, design, permitting, ect.**
- A7.** The Scope of Services explains the general types of projects that can be assigned to the selected firm.
- Q8. How many firms do you anticipate selecting for this contract?**
- A8.** Only one firm will be selected.
- Q9. Does the Letter of Transmittal count toward the 15-page limit?**
- A9.** Yes, the Letter of Transmittal counts toward the 15-page limit
- Q10. Could you confirm if the following Affidavits should be submitted with the statement of qualifications: A (or B, whichever is applicable), C (or D, whichever is applicable), and E? Do the forms count toward the page limit?**
- A10.** Affidavits A (or B, whichever is applicable), and Affidavit E must be submitted with the statement of qualifications. Respondents are strongly encouraged to submit Affidavits C (or D, whichever is applicable) with the statement of qualifications, but is not required until receiving further notice to submit. The forms **do not** count toward the page limit.
- Q11. Number of firms to be selected:**
- a. Will PWC select one firm for this contract?**
 - b. Or will PWC select one firm per project type? If so, can PWC provide clarification for the project types?**

- A11.** Only one firm will be selected.
- Q12.** *Good Faith Efforts: since there is no pre-bid meeting listed in the RFQ (10 points), will the minimum number of GFE Points be reduced to 40*
- A12.** The minimum number of GFE Points will not be reduced to 40
- Q13.** *We have a question regarding the RFQ requirements for Section 5 – Project Approach and Understanding, that requests we include a “listing and description of each phase of the Project and identify key staff who will be assigned to each phase of the project” and to “provide a proposed schedule for completing the work.” Due to the nature of on-call contracts, we do not yet know which projects/task orders we may be assigned in order to provide a list and description of each project phase, assigned staff, and proposed schedule(s) for completion. Is PWC requesting a generalized/typical approach to delivering on-call assignments and a generalized/typical schedule for completing projects/task orders?*
- A13.** See revised Section 5.

Failure to acknowledge receipt of this addendum may result in rejection of the response.

Check ONE of the following options:

- Bid has not been e-mailed. Any changes resulting from this addendum are included in our bid response.
- Bid has been e-mailed. No changes resulted from this addendum.
- Bid has been e-mailed. Changes resulting from this addendum are as follows:

Execute Addendum:

Offeror: _____

Authorized Signature: _____

Name and Titled (Typed): _____

Date: _____