

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

INVITATION TO BID NO. 22-DES-RFQ-672

ADDENDUM NO. 1

Arlington County (hereinafter referred to as the “County”) Request for Qualifications (RFQ) No. 22-DES-RFQ-672 for Arlington Water Pollution Control Plant Phase 10c/D – Comprehensive Biosolids Upgrade Project (Short Title: Biosolids Upgrades) is amended as follows:

- **THE MANDATORY PRE-APPLICATION SITE VISIT PARAGRAPH HAS BEEN REVISED AS FOLLOWS:**

MANDATORY PRE-APPLICATION SITE VISIT

The County will hold mandatory pre-application site visits on **June 30, 2022 at 11:00 a.m.** and **July 8, 2022 at 11:00 a.m.** at **3402 S Glebe Rd, 2nd Floor, Arlington, VA 22202 in Room 208.**

APPLICANTS MUST ATTEND ONE OF THE TWO MANDATORY PRE-APPLICATION SITE VISITS.

Applications will be accepted only from those Applicants whose company is represented at the conference. Applicants arriving at the site visit after 11:05 p.m. on June 30, 2022 or July 8, 2022 will not be recorded as in attendance and your application will not be considered.

Applicants desiring to attend the pre-application site visit should register via the Vendor Registry “Pre-Bid Sign Up” tab by 3:30 p.m. the day prior to each mandatory pre-application site visit date. If Vendor Registry does not permit this, the registered account holder should email mhurley1@arlingtonva.us with the list of members who plan to mandatory pre-application site visit. Questions will not be answered during the site visit. All questions shall be submitted online using Vendor Registry.

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A maximum of (4) four people may attend from each company. Face coverings, social distancing, and other COVID-19 precautions will be enforced during each site visit in accordance with state and CDC guidelines.

ATTENDEES MUST ALSO BRING THEIR OWN PERSONAL PROTECTIVE EQUIPMENT (PPE) TO THE SITE VISIT (I.E. HARD HAT, SAFETY GLASSES, CLOSED-TOE SHOES, AND LONG PANTS).

- **III. APPLICATION REQUIREMENTS, SECTION 6. PREQUALIFICATION APPLICATION SUBMITTAL ELEMENTS HAS BEEN REVISED TO STATE THE FOLLOWING:**

Applicants must submit Attachments A – K of the solicitation, except Attachment C if used as a guide.

- **III. APPLICATION REQUIREMENTS, SECTION 6. PREQUALIFICATION APPLICATION SUBMITTAL ELEMENTS, III. PROPOSED PROJECT TEAM, A. KEY PERSONNEL, 3. DESIGN MANAGER (DM) HAS BEEN REVISED TO STATE THE FOLLOWING:**

3. **Design Manager (DM):** The DM shall be responsible for coordinating the individual design disciplines and ensuring that the overall Project design is in conformance with the Contract Documents. The DM shall be responsible for establishing and overseeing a QA/QC program for all pertinent disciplines involved in the design, working plans, shop drawings, specifications, and constructability for the Project. The DM shall also be responsible for ensuring that the design meets the needs of the County, including addressing County and Program Manager comments on design submittals. This individual shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia or show the capability of achieving registration through reciprocity prior to the start of the Project. The DM must have eight or greater years of experience, to include some experience with wastewater treatment solids handling.

- **III. APPLICATION REQUIREMENTS, SECTION 6. PREQUALIFICATION APPLICATION SUBMITTAL ELEMENTS, III. PROPOSED PROJECT TEAM, B. ORGANIZATIONAL CHART AND NARRATIVE HAS BEEN REVISED TO STATE THE FOLLOWING:**

B. Organizational Chart And Narrative:

The Applicant shall furnish an organizational chart showing the “chain of command” of all companies, including individuals responsible for pertinent disciplines, proposed on the Design-Build team. The chart must identify major functions to be performed and their reporting relationships in managing, designing and constructing the Project. The team proposed by the Applicant including the LC, the LD, Key Personnel, subcontractor and /or sub consultant identified on the organizational chart shall remain on the Offeror’s team for the duration of the Design -Build Contract.

Additionally, the Applicant shall furnish a narrative (a maximum of two pages) describing the functional relationships and communication among participants, including design and construction team interaction throughout the Project.

- ***THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS RFP. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.***
 - ***Question #1:*** Our initial review of the RFQ has generated a series of related questions pertaining to the proposal phase of the procurement that will help us evaluate the viability of this pursuit for our DB team: 1) We understand that the solicitation is a “Request for Qualification for acquisition of construction on a fixed price or not-to-exceed price construction basis, as defined in the Arlington County Purchasing Resolution.” Please confirm whether the RFP (to be issued to qualified Applicants) will include a requirement to provide a firm estimate of the cost of construction, and therefore will require design and estimating services prior to selection. If so, we request the following additional information: • How will the estimated cost of construction factor into the selection process – what score, weighting, or formula will be utilized with regard to the pricing provided in the Proposals? • Will a stipend be issued to the unsuccessful, qualified Proposers to help offset the costs associated with the design and estimating services? If a stipend is to be issued, what is the anticipated

value? 2) We request that a draft Contract be issued for our review. Thank you in advance for your help in providing this information. While we understand that the RFP will not be issued until after qualification of Applicants, these items are important elements of our evaluation. If you have any questions or require additional information, please do not hesitate to contact me at any time. Thanks again, John

Answer #1: While the County has not finalized the RFP to be issued to qualified Applicants at this time, it will include a requirement to provide a Cost Proposal. The Cost Proposal will likely include items such as Design and Pre-construction Services, General Conditions Fee, and Design/Build Fee. The final Guaranteed Maximum Price (GMP), to be agreed upon once the design is advanced to a selected percentage, will be a firm, fixed or not-to-exceed price and will not be subject to further adjustments except as authorized by the Contract. However, prior to GMP, the costs presented are preliminary and will be the basis for negotiation once the design percentage required for GMP is met.

Cost proposals will be evaluated via a formula provided in the RFP. Based on the beforementioned information, no stipend or contract will be provided to unsuccessful Applicants for design or estimating services. The draft Contract to be issued to the awarded Design-Builder will be provided in the RFP.

- **Question #2: Question regarding the pre-bid meeting on June 30, 2022, for the above-referenced RFQ. As noted in the RFQ, four (4) individuals from each firm are allowed to attend the meeting. Does each person need a registered account and have to accept the pre-bid meeting invitation? Or can one person, who has an established registry account, accept the invitation on behalf of the firm?**

Answer #2: The individual with the registered Vendor Registry account can accept the invitation for the firm. If possible, they should add the names to the "Pre-Bid Sign-Up" for all members who plan to attend. If Vendor Registry does not permit this, the registered account holder should email mhurley1@arlingtonva.us with the list of members who plan to attend the optional pre-application conference and mandatory pre-application site visit.

- **Question #3: Will applicants be provided the opportunity to send 4 participants to both site visits on 6/30 and 7/8?**

Answer #3: Per the Mandatory Pre-Application Site Visit paragraph, Applicants must attend one of the two mandatory pre-application site visits. We ask that Applicants only attend one site visit with a maximum of four people from each company.

- **Question #4: On page 14 of the RFQ, under Item 6 it states "Note: The Applicant and any company proposed under the leadership of Design Build team should also submit Attachments A-K". On page 18, under Item V Project Specific Qualifications, it states "Using Attachment D, Applicants shall provide a list and description of no more than 11 representative projects that demonstrate the Applicant's team experience." We are assuming the Applicant is the proposed Design Builder and is limited to 11 represented projects on Attachment D. Is there a limit on the number of representative projects for companies who are being proposed under the leadership of the Design Builder on their Attachment D?**

Answer #4: Please reference the revised 6. Prequalification Application Submittal Elements above. The Applicant is the proposed Design- Builder. The attachments shall be completed as follows:

- Attachment A – completed by the Design Builder submitting the Prequalification Statement only
- Attachment B - completed by the Design Builder submitting the Prequalification Statement only
- Attachment C (or similar suitable form) - completed by the Design Builder submitting the Prequalification Statement only
- Attachment D – completed as necessary for the Design Build team (Lead Contractor, Lead Designer, or both), with a maximum of 11 projects total across Design Builder team member firms. One Attachment D form shall be completed for each project.
- Attachment E – completed as necessary for the Design Build team in conjunction with Attachment D.
- Attachment F – completed by all firms on the Design-Builder team
- Attachment G - completed by all firms on the Design-Builder team
- Attachment H - completed by all firms on the Design-Builder team
- Attachment I - completed by all firms on the Design-Builder team
- Attachment J - completed by all construction firms on the Design-Builder team
- Attachment K - completed by all firms on the Design-Builder team

Note: Lead Contractor and Lead Designer include all teaming partners under the lead firms.

- **Question #5:** On page 15 of the RFQ , under Item 6.III.A – Key Personnel, it states “The Applicate shall identify nine key personnel as follows.” Are these the only key positions that can be proposed? Can the Applicant nominate additional key personnel who the Applicant perceives as serving a critical function needed for successful project delivery?

Answer #5: Applicants may propose additional personnel for the Project. However, the nine key personnel stated in the RFQ must be identified.

- **Question #6:** In the first paragraph on page 16 of the RFQ , under Item 6.III.A – Key Personnel, it states ““Applicants are advised that all key personnel identified shall remain on the team for the duration of the procurement process, and if awarded the Contract, the Key Personnel shall remain on the Team for the duration of the Contract. Any change in Key Personnel must be made in writing and approved prior to the change taking place and shall meet or exceed the qualifications and experience of the existing key personnel. Key Personnel and subsequent changes shall be approved at the sole discretion of the County.” On page 18 of the RFQ , under Item 6.III.B – Organizational Chart and Narrative, it states "The team proposed by the Applicant including the LC, the LD, Key Personnel, subcontractor and /or sub consultant and other individuals identified on the organizational chart shall remain on the Offeror's team for the duration of the Design -Build Contract." Can the County please clarify if "key personnel" only shall remain on the Offeror's team or if it is intended that all named positions on the organizational chart remain on the team for the duration of the DB contract?

Answer #6: Please refer to the revised section above.

- **Question #7:** Reference III. Application Requirements, 6. Prequalification Application Submittal Elements. The note in this section reads, "The Applicant and any company proposed under the leadership of Design Build team should also submit Attachments A -K." Please clarify which firms (Lead Contractor, Lead Designer and/or subcontractors) need to fill out which Attachments. Several Attachments would be redundant for the entire team to submit (e.g., Attachments D and E) and others may not be applicable to Design firms or subcontractors (e.g., Attachment C).

Answer #7: Please refer to Answer #4.

- **Question #8:** Reference III. Application Requirements, 3. Application Standards. This section identifies 11 sections, I-XI to include with the submission. Please confirm if submissions should be combined into one PDF file upload or if sections should be uploaded separately.

Answer #8: The Application submission should be combined in one pdf upload with sections of the submittal clearly identified.

- **Question #9:** Reference III. Application Requirements, 2. Application Form Submission. This section states in part, "The Application must address the elements below, in the order listed, and must not exceed the stated page limitations". Are there any file size restrictions?

Answer #9: The RFQ does not contain any file size restrictions. On Vendor Registry, the maximum size per document is 800mb. Vendor Registry recommends that if you are uploading multiple larger documents that you upload them one at a time.

- **Question #10:** Reference III. Application Requirements, III. Proposed Project Team. The descriptions of 4 team personnel (The Quality Control Manager, Lead Solids Handling Design Engineer, Lead Thermal Hydrolysis Engineer, Lead Biogas Handling and Treatment System Engineer) include the language "shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia or show the capability of achieving registration through reciprocity prior to the start of the Project.". Please confirm it is acceptable for these Professional Engineer guidelines to also apply to the Design Manager.

Answer #10: Please reference the change to this section above.

The balance of the solicitation remains unchanged.

Arlington County, Virginia
Meloni Hurley, VCA, VCO, CPPO
Assistant Purchasing Agent
Mhurley1@arlingtonva.us

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR BID:

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER _____.

FIRM NAME: _____

**AUTHORIZED
SIGNATURE:** _____ **DATE:** _____