

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

INVITATION TO BID NO.21-DES-ITBLW-180

ADDENDUM NO. 01

Arlington County (hereinafter referred to as the “County”) Invitation to Bid No. 21-DES-ITBLW-180 for Inspection, Maintenance, and Repair of Stormwater Management Facilities – Vegetated and Permeable Pavement is amended as follows:

- 1. BID FORM HAS BEEN AMENDED AND IS ATTACHED.**
- 2. EXHIBIT E – PRICING SHEET HAS BEEN AMENDED AND IS INCLUDED AS A SEPARATE ATTACHMENT.**
- 3. THE COUNTY HAS RECEIVED THE FOLLOWING QUESTIONS IN RESPONSE TO THIS ITB. QUESTIONS AND RESPONSES ARE INCLUDED BELOW.**

Question 1: Could you provide addresses of locations that we can visit for an inspection?

Answer 1: All facilities are on public land and accessible for site visits except for the following, which are behind a locked gate:

- Barcroft Baseball Field 17-0174A Permeable Pavement – visible behind gate
- Barcroft Baseball Field 17-0174B Stormwater Planter – on the back side of building, not visible, standard stormwater planter
- Barcroft Baseball Field 11-1164B Bioretention – visible behind gate
 - Note - Barcroft Baseball Field 11-1164C Bioretention is adjacent to parking lot and not behind the gate
- Head Start 18-0156A, B, and C Synthetic Turf – visible behind gate. Note that this is a daycare/preschool.

The following facilities appear locked but are open:

- Leaf Storage 16-0103 Bioretention – can walk around rope or walk through adjacent park to reach. Recommend visiting.
- 2217 Culpeper St 15-2115A Stormwater Planter – residential home
- 2217 Culpeper St 15-2115B Infiltration Trench – residential home
- PNR Maintenance Building 15-2066A Stormwater Planter – can walk around gate, use GPS coordinates to locate
- PNR Maintenance Building 15-2066B Infiltration Trench– can walk around gate, use GPS coordinates to locate

Question 2: Is there any advance notice that Bidders to need to provide to visit a site?

Answer 2: There is no advance notice required; however, please be prepared to identify your name, Company, and ITB Number to any County staff or County residents that may request it. If that individual has additional questions, you may refer them to the Procurement Officer, Kaylin Schreiber at kschreiber@arlingtonva.us or (703) 228-3406.

Question 3: In looking at the solicitation it did not appear to have any specific language regarding a minimum percent of the work that that prime contractor would have to perform. Can you confirm that?

Answer 3: There is no minimum percent of work required to be performed by the Prime Contractor; however, all proposed subcontractors must be provided in the updated Bid Form, provided in this Addendum 01.

Question 4: Who is the incumbent?

Answer 4: RES/Angler Environmental/HGS, LLC (the company changed names several times) had the contract until December 2019. Enviro-Stormwater Management LLC has provided some services in the last 6-7 months.

Question 5: When was the last time the facilities were maintained?

Answer 5: The facilities had regular maintenance until November/December 2019. In the past 6-7 months, they have had plant cut back, minor weeding, and some sediment/trash/debris removal. The weed levels are indicative of the normal weed pressure we see in the facilities.

Question 6: Can you provide a list of pre-bid meeting attendees?

Answer 6: The list has been provided as a separate attachment to this Addendum 01.

Question 7: You qualify this as an indefinite quantity contract on page 10 and you list 85 BMPs you want inspected and maintained. Are you anticipating more BMPs being added on?

Answer 7: Yes, the County averages five (5) new facilities per year. This is not guaranteed and may be exceeded or reduced. The repair services are indefinite quantity.

Question 8: Why is there no SWAM (DBE ME SBE WBE) goal for this procurement?

Answer 8: While State governments are required to have SWAM (DBE, ME, SBE, WBE) goals, local governments such as Arlington County do not have that requirement. Arlington County, however, is committed to increasing opportunity for utilization of small and minority firms and welcomes all Bidders. The County's Policy on small business enterprises can be found here: <https://budget.arlingtonva.us/wp-content/uploads/sites/18/2013/10/MINORITY-POLICY-PARTICIPATION.pdf>.

Question 9: Does the team need to have more than one Crew Foreman on its team (or at its disposal)?

Answer 9: The County requires one (1) Crew Foreman that meets the requirements listed in the solicitation.

Question 10: Can you provide Exhibits D, E and F?

Answer 10: These Exhibits have been provided as separate attachments on Vendor Registry.

Question 11: Can two firms form a team to respond to this solicitation without forming a JV? For example, can a BMP maintenance firm (prime) bring an inspection firm (sub) onto its team to focus on inspections?

Answer 11: The County will award only one (1) Contract to one (1) Prime Contractor. Work may be subcontracted out; however, all subcontractor information must be provided in the updated Bid Form, provided in this Addendum 01. The Prime Contractor shall be fully responsible for the execution of the work.

Question 12: Please confirm that Arlington County is only expecting resumes for the Contract Manager and the Crew Foreman, and not resumes for ALL project staff proposed.

Answer 12: Yes, Arlington County is only expecting resumes for the Contract Manager and the Crew Foreman, and is not expecting resumes for all project staff proposed

4. THE SOLICITATION IS AMENDED AS FOLLOWS:

i. Paragraph 32, Determination of Responsibility is added to Section I:

32. DETERMINATION OF RESPONSIBILITY

In determining “a responsible Bidder”, in addition to price, the Agent shall consider: History or good faith assurances of (i) completion by the Bidder and any potential subcontractors of specified safety training programs established by the U.S. Department of Labor, Occupational Safety and Health Administration; (ii) participation by the bidder and any potential subcontractors in apprenticeship training programs approved by state agencies or the U.S. Department of Labor; or (iii) maintenance by the Bidder and any potential subcontractors of records of compliance with applicable local, state, and federal laws, if Bidder is not prequalified by the Virginia Department of Transportation.

ii. Paragraph 59, Notices is amended under Section III to include the following:

TO COUNTY MANAGER’S OFFICE (FOR PROJECT CLAIMS):

Mark Schwartz, County Manager
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 318
Arlington, Virginia 22201

iii. Paragraph 67, Sexual Harassment Policy is added to Section III:

67. SEXUAL HARASSMENT POLICY

If the Contractor employs more than five employees, the Contractor shall (i) provide annual training on the Contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Contractor owns or leases for business purposes and (b) the Contractor's employee handbook.

The balance of the solicitation remains unchanged.

Arlington County, Virginia
Kaylin Schreiber
Procurement Officer

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

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 01.

FIRM NAME: _____

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

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 21-DES-ITBLW-180

B I D F O R M

SUBMIT ONE FULLY-COMPLETED AND SIGNED BID FORM ELECTRONICALLY VIA VENDOR REGISTRY

BIDS WILL BE OPENED AT 4:01 P.M., ON AUGUST 4, 2020

FOR PROVIDING INSPECTION, MAINTENANCE, AND REPAIR OF STORMWATER MANAGEMENT FACILITIES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION

THE FULL LEGAL NAME OF THE ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE BELOW. THIS BID FORM AND ALL OTHER DOCUMENTS THAT REQUIRE A SIGNATURE MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON WHO IS AUTHORIZED TO BIND THE BIDDER, OR THE BID MAY BE REJECTED:

SUBMITTED BY:

(legal name of entity)

AUTHORIZED SIGNATURE:

PRINT NAME AND TITLE:

ADDRESS:

CITY/STATE/ZIP:

TELEPHONE NO.:

E-MAIL

ADDRESS:

THIS ENTITY IS INCORPORATED
IN:

THIS ENTITY IS A:

(check the applicable option)

- | | | | |
|---------------------------|--------------------------|----------------------------|--------------------------|
| CORPORATION | <input type="checkbox"/> | LIMITED PARTNERSHIP | <input type="checkbox"/> |
| GENERAL PARTNERSHIP | <input type="checkbox"/> | UNINCORPORATED ASSOCIATION | <input type="checkbox"/> |
| LIMITED LIABILITY COMPANY | <input type="checkbox"/> | SOLE PROPRIETORSHIP | <input type="checkbox"/> |

IS BIDDER AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA?

YES NO

IDENTIFICATION NO. ISSUED TO THE ENTITY BY THE _____

Any Bidder exempt from Virginia State Corporation Commission (SCC) authorization requirement must include a statement with its bid explaining why it is not required to be so authorized.

VIRGINIA CONTRACTOR'S LICENSE NUMBER: _____

ENTITY'S DUN & BRADSTREET D-U-N-S NUMBER: *(if available)* _____

IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?

YES NO

HAS YOUR FIRM DEFAULTED ON ANY PROJECT IN THE LAST THREE YEARS?

YES NO

HAS YOUR FIRM AND ITS PRINCIPALS/OWNERS BEEN CONVICTED OF ANY CRIME RELATING TO ITS CONTRACTING BUSINESS IN THE PAST TEN YEARS?

YES NO

HAS YOUR FIRM HAD ANY TYPE OF BUSINESS, CONTRACTING OR TRADE LICENSE, REGISTRATION OR CERTIFICATION REVOKED OR SUSPENDED IN THE PAST THREE YEARS?

YES NO

BIDDER STATUS: MINORITY OWNED: WOMAN OWNED: NEITHER:

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:

THE OFFICIAL COPY OF THE SOLICITATION DOCUMENTS, WHICH INCLUDES ANY ADDENDA, IS THE ELECTRONIC COPY THAT IS AVAILABLE FROM THE VENDOR REGISTRY WEBSITE AT:
[HTTPS://VRAPP.VENDORREGISTRY.COM/BIDS/VIEW/BIDSLST?BUYERID=A596C7C4-0123-4202-BF15-3583300EE088](https://vrapp.vendorregistry.com/bids/view/bidslst?buyerid=A596C7C4-0123-4202-BF15-3583300EE088).

VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT A RESPONSE TO THIS INVITATION TO BID. **NO RESPONSES WILL BE ACCEPTED AFTER THE BID DUE DATE AND TIME.**

POTENTIAL BIDDERS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE FROM ANY SOURCE, INCLUDING THE COUNTY.

BID SUBMISSION REQUIREMENTS

- Bidder must complete Schedules A and B of the Pricing Sheet included as Exhibit E and submit with their bid submission.
- "Schedule A: Maintenance Schedule by Location" worksheet shall be used to itemize costs for facilities by location. Facilities are listed according to their location, size and the number of annual

maintenance visits. Facility sizes are estimated, and these estimates should not be used as a substitute for a site visit by the Bidder to develop a cost.

- The Bidder shall note that all Routine Line Item pricing shall include mobilization AND the cost for haul and disposal. Each facility contains a note on the amount of waste measured in cubic yards (CY) to include in the estimate for each Line Item.

FACILITY TYPE	DISPOSAL QTY (based on averages)
Bioretention	2 CY
Filtrerra	1 CY
Permeable Pavement	1 CY

- “Schedule B: Unit Prices for As-Needed Services” worksheet shall be used to price items which exceed amounts specified for Routine work. These costs may also be used for items which exceed amounts specified in Routine Maintenance unit costs. They will be billed on a per unit basis.
- “Schedule C: Future Facilities Maintenance Pricing” worksheet shall be used as a tool to assist in pricing new facilities by using average costs for each facility type.
- Bidder must submit a copy of their Safety Manual and Plan with their bid.
- Bidder must submit a copy of their Diversity and Racial Equity Manual and Plan with their bid.
- Bidder must complete the Qualification Form and submit with their Bid submission (Exhibit D).
- Bidder must read the Arlington County Waste Disposal Guidelines and submit the Signature Sheet with their Bid submission which acknowledges that the Contractor has read and understood the Guidelines (See Exhibit F).

The undersigned acknowledges receipt of the following Addenda:

ADDENDUM NO. 1 DATE: _____ INITIAL: _____

ADDENDUM NO. 2 DATE: _____ INITIAL: _____

ADDENDUM NO. 3 DATE: _____ INITIAL: _____

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by a Bidder in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, a Bidder seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

BID FORM, PAGE 3 OF 7

- No, the bid that I have submitted does not contain any trade secrets and/or proprietary information.
- Yes, the bid that I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers of the bid that contain such data or materials:

BIDDER NAME: _____

State the specific reason(s) why protection is necessary:

If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, upon the award of a contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of or affected by (1) any act of collusion with another person engaged in the same line of business or commerce (as defined in Virginia Code §§ 59.1-68.6 *et seq.*) or (2) any act of fraud punishable under the Virginia Governmental Frauds Act (Virginia Code §§ 18.2-498.1 *et seq.*).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person who is designated to receive notices and other communications regarding this solicitation. Refer to the "Notices" section in the draft Contract Terms and Conditions for information regarding delivery of notices.

NAME: _____

ADDRESS: _____

E-MAIL: _____

REFERENCES

Bidders should provide five (5) references for similar services that have been provided by the Bidder within the past three (3) years. The County reserves the right to evaluate the quality of Contractor's work through site visits with Contractor's references.

REFERENCE 1: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

Similarities between the referenced project and the Scope of Work of this solicitation:

REFERENCE 2: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

Similarities between the referenced project and the Scope of Work of this solicitation:

REFERENCE 3: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

Similarities between the referenced project and the Scope of Work of this solicitation:

REFERENCE 4: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

Similarities between the referenced project and the Scope of Work of this solicitation:

REFERENCE 5: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract/Project Name: _____
Contract/Project Dates (from-to): _____
Contract/Project Description: _____

Similarities between the referenced project and the Scope of Work of this solicitation:

BIDDER NAME: _____

SUBCONTRACTOR LIST

FIRM	WORK TO BE PERFORMED	PERCENTAGE OF OVERALL WORK

INSURANCE CHECKLIST

CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND ENDORSEMENTS MARKED "X".

COVERAGES REQUIRED

COVERAGE MINIMUM(S)

- 1. Workers' Compensation Statutory limits of Virginia
- 2. Employer's Liability \$100,000 accident, \$100,000 disease, \$500,000 disease policy limit
- 3. Commercial General Liability \$1,000,000 CSL BI/PD each occurrence, \$2 Million annual aggregate
- 4. Premises/Operations \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 5. Automobile Liability \$1 Million BI/PD each accident, Uninsured Motorist
- 6. Owned/Hired/Non-Owned Vehicles \$1 Million BI/PD each accident, Uninsured Motorist
- 7. Independent Contractors..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 8. Products Liability..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 9. Completed Operations..... \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 10. Contractual Liability (Must be shown on Certificate) \$500,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
- 11. Personal and Advertising Injury Liability..... \$1 Million each offense, \$1 Million annual aggregate
- 12. Umbrella Liability \$1 Million Bodily Injury, Property Damage and Personal Injury
- 13. Per Project Aggregate
- 14. Professional Liability
 - a. Architects and Engineers \$1 Million per occurrence/claim
 - b. Asbestos Removal Liability \$2 Million per occurrence/claim
 - c. Medical Malpractice \$1 Million per occurrence/claim
 - d. Medical Professional Liability \$ Limits as set forth in Virginia Code 8.01.581.15
- 15. Miscellaneous E&O \$1 Million per occurrence/claim
- 16. Motor Carrier Act End. (MCS-90) \$1 Million BI/PD each accident, Uninsured Motorist
- 17. Motor Cargo Insurance
- 18. Garage Liability \$1 Million Bodily Injury, Property Damage per occurrence
- 19. Garagekeepers Liability..... \$500,000 Comprehensive, \$500,000 Collision
- 20. Inland Marine-Bailee's Insurance..... \$ _____
- 21. Moving and Rigging Floater Endorsement to CGL
- 22. Crime and Employee Dishonesty Coverage \$ _____
- 23. Builder's Risk Provide Coverage in the full amount of Contract, including any amendments
- 24. XCU Coverage..... Endorsement to CGL
- 25. USL&H Federal Statutory Limits
- 26. Carrier Rating shall be A.M. Best Co.'s Rating of A-VII or better or equivalent
- 27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least 30 days prior to action.
- 28. The County shall be an Additional Insured on all policies except Workers Compensation and Auto and Professional Liability.
- 29. Certificate of Insurance shall show Bid Number and Bid Title.
- 30. OTHER INSURANCE REQUIRED: _____

INSURANCE AGENT'S STATEMENT:

I have reviewed the above requirements with the Offeror named below and have advised the Offeror of required coverages not provided through this agency.

AGENCY NAME: _____

AUTH. SIGNATURE: _____

OFFEROR'S STATEMENT:

If awarded the Contract, I will comply with all Contract insurance requirements.

BIDDER NAME: _____

AUTH. SIGNATURE: _____