

ARLINGTON COUNTY GOVERNMENT
OFFICE OF THE PURCHASING AGENT
ARLINGTON COUNTY, VIRGINIA 22201

REQUEST FOR PROPOSAL NO. 21-DES-RFP-191

ADDENDUM NO. ONE (001)

Arlington County Request for Proposal No.21-DES-RFP-191, entitled, "On-Call Construction Management Services for Arlington County Facility, Construction and Renovation Projects" is for the following:

- Responses to questions submitted on or before February 16, 2021 at 3:00 P.M., Eastern Time.

All of the Terms and Conditions of the solicitation remain unchanged.

Shirley Diamond, Procurement Officer
stdiamond@arlingtonva.us

**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL SUBMISSION:
BIDDER ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. One (001)**

FIRM NAME: _____

AUTHORIZED
SIGNATURE: _____

DATE: _____

ARLINGTON COUNTY GOVERNMENT
OFFICE OF THE PURCHASING AGENT
ARLINGTON COUNTY, VIRGINIA 22201

REQUEST FOR PROPOSAL NO. 21-DES-RFP 191
ON-CALL CONSTRUCTION MANAGEMENT SERVICES

THE FOLLOWING ARE RESPONSES TO QUESTIONS SUBMITTED ON OR BEFORE FEBRUARY 16, 2021 FOR THE ABOVE REFERENCED SOLICITATION.

Question No. 1 – Who are the incumbents for the current/previous contract?

Response No. 1 –The incumbent(s) are not germane to this solicitation.

Question No. 2 – Section 6-Criterion No.2-Team, Personnel Skills, Experience, Page 15. This Section only appears to describe the requisite experience for the Commissioning personnel associated with this RFP. Since Page 13 lists several additional position types, can you also clarify the experience, certifications, etc., requested for those other positions.

Response No. 2 – The requirement for in-house Commissioning staff is for the PM Contractor to have the ability to review, coordinate, and monitor the AE design team including, MEP designers and LEED related work and reports, not to do commissioning work. The PM Contractor Commissioning staff must have a college degree in their respective field of expertise, i.e., mechanical, electrical and plumbing. The engineer must have professional engineer licenses in the State of Virginia and LEED certification.

Question No. 3 – Page 13-Contractor Staff, states that all services will be self-performed with Five (5) exceptions being cost estimating, Structural Engineer, Commissioning services and Architectural services. Can you clarify what is meant by self-perform?

Does this mean the services cannot be sub-contractor out by the Prime Contractor or does it mean these services would be performed under a separate contract? If these services are to be performed under this contract, this would seem to conflict with the Scope of Work on pages 8 – 10, which does not appear to include design services (i.e., architectural services) or commissioning services. For example d-1 on page 10 states “Commissioning Services (by other contractor.)”

Response No. 3 – The PM Contractor must have in-house staff to perform the duties and responsibilities of a Project Management Team. The architectural design team is responsible and shall provide the MEP engineer, structural engineer and a Third-Party professional estimating group.

In some instances, the County may require a second opinion concerning structural issues and estimates thus, the PM Contractor may use a sub-consultant to evaluate the structural design and/or estimate if required. The PM Contractor may sub-contract such services only upon receipt of a written request from the County.

In reference of commissioning services. The County uses a Third-Party Commissioning Agent. Therefore, in a typical County project, the County will have the PM Contractor, if it chooses to use one in lieu of using a County in-house Project Manager, a Third-Party Commission Agent, a Third-Party Testing and Inspection Agent.

Question No. 4 – The RFP states, “Provide assistance in marketing the project to the construction industry and in the subsequent review of bids and bidder qualifications”. Please clarify what the expectation is for this scope item.

Response No. 4 – The assistance is only in the event the County believes there is not a sufficient number of construction companies that may bid on a project. Only in such an instance would the County seek assistance from the PM Contractor to advise construction companies of up-coming solicitations.

Question No. 5 – The RFP states, “Professional Commissioning personnel must have conducted a minimum of three (3) LEED Certified (minimum Silver) projects with successful results within the past Three (3) years. Given the construction industry has faced a pandemic for the past year, can there be consideration given to extending the Three (3) year requirement to Five (5) years?

Response No. 5 – No. The minimum is Three (3) years. The Contractor may provide a successful Silver project One (1) year prior to the pandemic. It is imperative the Contractor is familiar with new LEED procedures/programs because Five (5) years ago LEED procedures/program was not as refined as 2018 and 2019.

Question No. 6 – For the contract, will there be any work that will require expertise with utilities or surveying?

Response No. 6 – Yes for new projects and dry utilities. The dry utility and survey Work is part of the AE design team not the PM Contractor. There may be an instance where the County may award the Civil, including survey work and dry utility, to a separate civil engineering firm.

Question No. 7 – Will the work for this contract consist primarily be focused on existing Arlington County facilities or will there be new facilities?

Response No. 7 - New and existing facilities

Question No. 8 – Can any other additional (value) staff be added to the list of Key Personnel?

Response No. 8- Yes; however, the staff must have the degree in their claimed field of expertise, professional license and certification.

Question No. 9 – In Section 3, is the \$6Million per year in fees the total for all award holders or can each contract holder receive “up to” \$6Million per year in fees?

Response No. 9 – The total contract amount is \$6Million.

Question No. 10 - Section E-Contractor Staff includes “Commissioning Authority” as required personnel. Per Scope of Work, Section D, commissioning services are by “other” Contractor. Is the intent that the Commissioning Authority under this contract review and coordinate commissioning services or might this contract also be used to procure commissioning services?

Response No. 10 – See response to Question No. 3.

Question No. 11 – In Criterion #2, is the project list a duplicate of the project list shown in Criterion #3 or is this to be provided for each project on the staff resumes?

Response No. 11 – List must be provided in staff resume as well as PM Contractor projects.

Question No. 12 – Given that resumes and project description are included in Criterion 3, is the only thing to be submitted in Criterion #2, the organization chart?

Response No. 12 – Yes. Qualifying experience chart.

Question No. 13 – In Criterion #3, is the request for 3 retro-commission projects applicable since commissioning services will be completed by others per the Scope of Work, Section D?

Response No. 13- Must provide prior commission experience.

Question No. 14 – Mandatory Requirements, item 2, states Offeror must be registered with the Virginia State Board of Architects, Professional Engineers, Land Surveyors, Landscape Architect, Building Commission; however, it is our understanding that the scope of Services is for project construction management and no professional design is required. Scope of Work Section C, D explicitly state that the project architect, general contractor and commissions services are by separate contract. Please confirm.

Response No. 14 - PM Contractor must provide all registration and licensing requirements in Item 2.

Question No. 15 – Will the County implement any program or protocols related to COVID-19 restrictions?

Response No. 15 – Same State and CDC COVID-19 protocol.

Question No. 16 – Does the County expect the contractor to actively participate in the GC selection process?

Response No. 16 – No.

Question No. 17 – Will the contractor be expected to use its own project management software service or will the County provide access to these services, i.e., Procore, Primavera P6, etc.)

Response No. 17 – The County has a Project Management software program.

Question No. 18 – Will the assigned individual have the option to work remotely until the COVID-19 restrictions are lifted?

Response No. 18 No.

Question No. 19 - Contract Pricing, states “only time spent by the Contractor’s employees at the Work site will qualify for payment”. Can this be relaxed or removed due to COVID-19 restrictions?

Response No. 19 – No.

Question No. 20 – Who are the incumbent firm?

Response No. 20 – See response to Question No. 1.

Question No. 21– Page 13 states that all services shall be self-performed by the Contractor, with the exception of cost estimating, structural engineer, civil engineer, geo-technical engineer, commissioning services and architectural services. Can any of these be self-performed if the Contractor can provide these services within house staff?

Response No. 21 – Yes, if the services are normally provided by PM Contractor. The PM Contractor must provide Five (5) years project experience, staff experience, licensing and certificates.

Question No. 22 – Is this solicitation for embedded full-time staff augmentation or open-ended professional services support for, A-Pre-Construction, B-Construction Services, C-Project Management Services, Review and Coordination of Commissioning Services?

Response 22 – Only on an “as needed basis.

Question No. 23 – On page 10, after paragraph D.5, under Review and Coordination of Commissioning Services, it’s stated that individuals shall work in the County’s facilities. Will all assigned Commissioning staff need to report to the County facilities for all hours worked in order to complete the work and invoice for said work? Please clarify.

Response No. 23 – Only to do inspections, verification of Third-Party Commission Agent Reports. Cx coordinator can prepare reports from home office.

Question No. 24 – On page 10, under Contract Pricing, it’s stated that “only time spent by the Contractor’s employees at the Work site will qualify for payment.” Please clarify your meaning of the term “Work site” for this solicitation.

Response No. 24 – Time spent at the project construction location and County office, if applicable.

Question No. 25 – On page 12, 13, under Contractor’s Staff, there are 12 personnel positions listed as required for this solicitation. Are all 12 of these positions required to report to the county’s facilities for these services or is this remote work required by the consultant to be performed at their offices or specific County project sites? Please clarify.

Response No. 25 - No. Only the designated Lead PM will report to County office.

Question No. 26 – Page 16, “Use dividers with numbered tabs for each of the proposal elements in the order listed. Is the list of 3 Criterion the above referenced “order list”? Should the Executed Forms (7.1, page 16) be included in the Appendix or as a section in the body of the proposal?

Commissioning Requirements and Scope-Section D states the Cx requirements for this project are being executed by “other contractor” and this SOW would only be to “Review and Coordinate”. Criterion 2, states the requirement is one Professional Commissioning personnel that is “LEED AP to perform Commissioning services and ASHRAE 90.1-199 as amended” and continues on to require “minimum of Three (3) LEED Certified (minimum Silver) projects with successful results within the past Three (3) years. The project value for the above referenced projects must have a minimum project cost of \$2.5 Million or more”. Please confirm or clarify.

Response No. 26 – See responses to Question Nos. 2, 3.

Question No. 27 – Criterion 2, Project List Apart of the Org Chart requirement, Criterion 2 seems solely focused on Commissioning and not the rest of the team. Is the scope for Commissioning more than Review and Coordinate as stated in Section D?

Response No. 27 – See responses to Question Nos. 2, 3.

Question No. 28 - Is the Project List for this Criterion to be the Offeror's project list of the Commissioning personnel project list? Is the Org char for this Section to include the entire team or just Commissioning personnel?

Response No. 28 – the Org Chart must represent the entire team. Provide PM Contractor experience, list staff experience in each staff resume.

Question No. 29 – Criterion 3, Project/Client References for the project/client references do you want 5 similar projects, 3 LEED, and 3 Retro-Commissioning projects? Or do you want 5 or more project of which there are 3 LEED and 3 Retro-Commissioning projects?

Response No. 29 - Five (5) or more for each. Also refer to Response No. 5.

Question No. 30 – Offeror must be registered with the Virginia State Board of Architects, Professional Engineers, Land surveyors, Landscape Architects, Building Commissioning (firm registration, registration number required. We are registered with the Board but the group does not include Building Commissioning. Is this a separate registration requirement? May a sub-consultant fulfill this requirement?

Response No. 30 – See response to Question No. 14. Commissioning, coordination/review tasks must be in-house.

Question No. 31 – Commissioning Requirements and Scope-Section D states the Cx requirements for this project are being executed by “other contractor” and this SOW would only be to “Review and Coordinate”. Please confirm.

Response No. 31 See responses to Question Nos. 3, 10.

Question No. 32 – Criterion 3, Project/Client References for the project/client references do you want 5 similar projects, 3 LEED projects and 3 Retro-Commissioning projects? Or, do you want 5 or more projects of which there are 3 LEED and 3 Retro-Commissioning projects?

Response No. 32 – See response to Question No. 29.

END OF QUESTION REPOSES

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**INVITATIONN TO BID NO. 21-DES-ITB-191
ON-CALL CONSTRUCTION MANAGEMENT SERVICES
QUESTION RESPONSES**