

COUNTY OF DELAWARE
ADDENDUM # 2
MANAGEMENT & DESIGN SERVICES FOR THE DELAWARE COUNTY BRIDGE PROGRAM (eDPW-100424)

The County of Delaware advertised on the County of Delaware's website/PennBid and in the Philadelphia Inquirer and Daily Times newspapers the Invitation to Bid for: **MANAGEMENT & DESIGN SERVICES FOR THE DELAWARE COUNTY BRIDGE PROGRAM (eDPW-100424)** on August 14, 2024. A highly recommended virtual Pre-Bid Conference will be held on Friday, September 6, 2024, @ 11:00 a.m. Bid proposals are to be received via PennBid Friday, October 4 , 2024 @ 11:00 a.m.

*****BID QUESTION, CLARIFICATIONS AND ANSWERS*****

COUNTY BRIDGE INVENTORY HAS BEEN UPLOADED.

SECTION 4.1 HAS BEEN REVISED.

APPENDIX H IN BID DOCUMENTS HAS BEEN REVISED. TAB NUMBERING HAS CHANGED.

Question #1: Is there a page limit for the Sample Projects section?

Answer: 15 pages

Question #2: Do copies of certificates for the Proposed Project Team section count towards the page total for that section?

Answer: No

Question #3: Does the County want a Project Approach/Scope of Services submitted with the proposal? If yes, where would the County like it to be included in the Proposal and is there a page limit? Please let us know if Appendix H: County of Delaware Submission will be updated to reflect the change if a Project Approach is requested.

Answer: Section 4.1 of the Request for Proposal will be revised to include item #5: Project Approach for respondents to provide a clear and concise description of how they will provide for the services listed in the RFP. The page limit is 15 pages.

Answer: Appendix H will be updated.

Question #4: Could the County please provide an inventory of County-owned bridges to support the Sample Projects (projects of similar size and scope) portion of the RFP response?

Answer: The County will provide the list as a reference document in PennBid.

Question #5: On page 10 of the RFP, Tab 5 indicates Campaign Contribution Disclosure; however, in Appendix H, County of Delaware Submission Form, Tab 5 indicates Proof of Insurance Coverages. Can you confirm that Tab 5 should be Campaign Contribution Disclosure on the Submission Form?

Answer: The Campaign Contribution Disclosure form is not required. The selected firm will be required to submit this form prior to approval by Delaware County Council.

Question #6: On page 10 of the RFP, Tab 6 indicates Modifications; however, in Appendix H, County of Delaware Submission Form, Tab 6 indicates Completed Executed Forms and Attachments. Please confirm what we should be including under Tab 6.

Answer: Per the RFP, modifications refer to County modifications via issuance of an addendum. Tab 6 should be for Completed Executed Forms and Attachments.

Question #7: Would the County consider revising the method of compensation from Lump Sum to Specific Rate of Compensation or otherwise providing additional clarification as to the specific work tasks that are expected to be completed within the 3-year contract term? Scope of Work Section 3.2 currently reflects a number of tasks that the selected applicant may be asked to do, but does not provide any detail to estimate resources to estimate a Lump Sum cost. For instance, 3.2.A lists "Provide design, engineering, and construction management to support maintenance and construction activities for smaller projects..." but does not clarify how many projects may be expected within the 3-year period.

Answer: At this time, the County is maintaining a Lump Sum compensation method for this contract. However, we understand the challenge in estimating resources due to the broad nature of the tasks outlined in Section 3.2. The County acknowledges that the volume of work may vary, and as such, applicants are encouraged to propose a flexible approach to resource allocation and budget estimation.

If the respondent has or is currently providing similar services for another client, you can evaluate the number of hours provided for the tasks listed in Section 3.2 to frame the basis for a Lump Sum cost.

Question #8: Alternatively, is the County seeking a Lump Sum cost to provide "xx hours" of professional consulting in a given week/month/year to act as an extension of the Delaware County staff?

Answer: The Lump Sum compensation structure is intended to cover a range of professional consulting services that may vary in scope and volume over the contract period. The expectation is that the selected consultant will provide services as needed within the general framework outlined in the RFP. If your proposal includes any assumptions regarding the allocation of hours or staff resources, please feel free to outline those in your submission. This will help the County better understand your approach and ensure alignment with our expectations. If the respondent has or is currently providing similar services for another client, you can evaluate the number of hours provided for the tasks listed in Section 3.2 to frame the basis for a Lump Sum cost.

Question #9: In Section 2.1, the RFP states that a schedule has been established for respondent proposals, proposal review, consultant selection, and project initiation. However, the schedule that's provided in the RFP

only runs through the due date for the proposal. Can the County provide an anticipated project initiation date?

Answer: The project initiation date is January 1, 2025.

Question #10: In the pre-proposal meeting, it was discussed that at this time, the County is looking for the responding team's relevant qualifications and similar project experience, but not the project approach (as described in Section 5.3.2 (page 12) of the RFP). Is there an addendum forthcoming to clarify the information that needs to be included in the team's proposal in order for it to be considered responsive?

Answer: Section 4.1 of the Request for Proposal will be revised to include item #5: Project Approach for respondents to provide a clear and concise description of how they will provide for the services listed in the RFP. The page limit is 15 pages.

The County will issue an addendum to clarify the information needed for the proposal to be considered responsive. Please monitor PennBid for updates, and the addendum will provide further details on any adjustments to submission requirements.

Question #11: Are any of the "Additional Documents to be Submitted" (per the list in Section 4.5, Appendix A through Q, on page 11 of the RFP), required of the subconsultants, or just the prime consultant?

Answer: The "Additional Documents to be Submitted," as listed in Section 4.5 (Appendix A through Q) on page 11 of the RFP, are required primarily from the prime consultant. However, certain documents may also be requested from subconsultants depending on the nature of their involvement in the project. For example, subconsultants may need to provide specific forms related to qualifications or certifications, depending on the scope of their work.

The County recommends that the prime consultant coordinate with any subconsultants to ensure that all relevant information is included in the submission, and that any documentation needed to demonstrate the full qualifications of the project team is provided.

Question #12: Under 4.1, #3 - "Proposed Project Team" (Maximum 15 pages), in letter d., it says to provide copies of certifications for Key Personnel. Do the copies of certifications for each Key Personnel member count towards the 15-page limit for this section?

Answer: The copies of certifications for Key Personnel, as mentioned in Section 4.1, #3, letter d., **do not count** towards the 15-page limit for the "Proposed Project Team" section. The 15-page limit applies specifically to the narrative and relevant project team details, while certifications can be included as attachments or supplemental materials.

Question #13: Does Section 2 (Sample Projects) have a page limit?

Answer: 15 pages

Question #14: Is the Equal Opportunity/Affirmative Action Policy considered part of the page count in Section 4 (Firm Background and Experience)?

Answer: The Equal Opportunity/Affirmative Action Policy is not considered part of the page count for Section 4 (Firm Background and Experience). It can be included as a supplemental document or attachment, separate from the page limit for that section.

Question #15: The RFP asks for bridge projects of a similar size and scope. This is not truly a design contract, as would be implied by this request. Can we confirm that the County is actually asking for examples of similar contracts regarding Program Management AND Bridge Construction Projects to better align with the expectations of this contract?

Answer: Respondents may provide examples of both Program Management and Bridge Construction Projects to better align with the expectations for this contract. The intent is to understand the responding team's experience in managing and overseeing similar projects that encompass both program management and construction aspects, rather than just design work.

Please provide examples that demonstrate your team's capability in managing comprehensive bridge projects, including both the construction and program management components.

Question #16: Because the number and complexity of the assignments to be issued to the selected Program Management consultant under this contract are currently undefined, may we offer staff hourly rates in lieu of a lump sum price for services?

Answer: As indicated in Appendix B, please include your proposed hourly rates in your submission along with a Lump Sum fee, to help the County understand your pricing structure. The County will meet with the selected consultant to finalize the compensation method based on the details provided and include in the form of contract.

Question #17: On APPENDIX B - Page 1 the form states the following: "The County will pay applicable fees to the Consultant ONLY for recommendations implemented within thirty-six (36) months of the Consultant delivering the recommendations to the County. If no recommendations, and thus cost savings or reductions, are pursued, there will be no fees owed to the Consultant by the County."

Can you please further clarify what kinds of work or tasks this statement applies to?

Answer: The statement on Appendix B, Page 1, refers to **consulting services where the consultant's recommendations directly result in cost savings or reductions for the County**. Specifically, this clause applies to:

- **Recommendations for cost-saving measures:** If the consultant provides recommendations on ways to reduce costs or improve efficiency, the County will pay applicable fees only if these recommendations are implemented within thirty-six (36) months.

- **Implementation of recommendations:** The consultant is eligible for fees only if their recommendations are pursued and result in tangible cost savings or reductions. If no recommendations are pursued or if the recommendations do not lead to measurable savings, no fees will be owed.

This clause ensures that fees are tied to the successful implementation of the consultant's recommendations and the resulting financial benefits to the County.

Question #18: On APPENDIX B - Page 1 the form states the following: "The County will pay applicable fees to the Consultant ONLY for recommendations implemented within thirty-six (36) months of the Consultant delivering the recommendations to the County. If no recommendations, and thus cost savings or reductions, are pursued, there will be no fees owed to the Consultant by the County."

Can you please give an example of a case or circumstances where this has happened?

Answer: Here's an example of how the clause on Appendix B, Page 1, might apply in the context of bridge design and construction:

Example Case:

- **Consultant's Recommendation:** A bridge design consultant is engaged to review and provide recommendations for optimizing the design of a new bridge project. The consultant proposes several changes to reduce material costs, such as using alternative materials or modifying design specifications to lower construction costs.
- **Implementation:** The County evaluates the consultant's recommendations and decides to implement them, resulting in cost savings on materials and construction. The bridge is constructed based on these recommendations, leading to reduced overall project costs.
- **Fee Payment:** The consultant will be paid for their services based on the cost savings realized from the implemented recommendations, provided that these changes are put into effect within thirty-six (36) months from the delivery of their recommendations.
- **No Implementation:** If the County decides not to adopt any of the consultant's recommendations or if the proposed changes do not lead to measurable cost savings, no fees will be paid to the consultant.

This clause ensures that the consultant is compensated only for recommendations that lead to tangible cost reductions and are implemented within the specified timeframe.

Question #19: Can you please further clarify what kinds of work or tasks this statement applies to?

Answer: The statement on Appendix B, Page 1, applies to specific types of tasks and work within the bridge management RFP, including:

- **Cost-Saving Recommendations for Maintenance and Repairs:** If the consultant provides recommendations to improve maintenance practices or repair strategies that lead to cost savings (e.g., more efficient repair methods or materials), the County will pay applicable fees only if these recommendations are implemented within thirty-six (36) months.
- **Design Improvements:** Recommendations on optimizing bridge design to reduce costs or enhance durability (e.g., using alternative materials or design modifications) will be subject to this clause. Fees are payable if these design changes are adopted and result in measurable cost savings.
- **Program Management Strategies:** If the consultant suggests improvements to program management practices that lead to more efficient project execution or cost reductions, fees will be contingent on the implementation of these strategies within the specified period.
- **Operational Efficiencies:** Recommendations for operational improvements or changes in bridge management procedures that result in cost reductions are also covered by this clause. The consultant's fees depend on whether these recommendations are acted upon and lead to financial benefits.

The key aspect is that the recommendations provided must result in direct cost savings or reductions for the County and be implemented within thirty-six (36) months to qualify for fees.

Question #20: In Section 2.16 Payment, it is stated that "Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and the correlation between the services claimed and the Proposal Cost Form."

As the nature of this work is currently undefined and not quantifiable, it is not possible to offer a lump sum for how much it will cost the County on the Proposal Cost Form.

For comparison purposes, may we offer staff hourly rates so that the county can evaluate and compare consultant proposals?

Answer: As indicated in Appendix B, please include your proposed hourly rates in your submission along with a Lump Sum fee, to help the County understand your pricing structure. The County will meet with the selected consultant to finalize the compensation method based on the details provided and include in the form of contract. If the respondent has or is currently providing similar services for another client, you can evaluate the number of hours provided for the tasks listed in Section 3.2 to frame the basis for a Lump Sum cost.