



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #1
Request for Proposal (RFP) No. 05-23
NORTH STONESTREET AVENUE SIDEWALK IMPROVEMENTS
August 4, 2023

ATTENTION:

The following addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Bidders who respond to this RFP. Specific parts of the RFP have been amended. Bidders are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your bid to disqualification. No provided answer to a question may in and of itself change any requirement of the RFP. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

REVISIONS

TECHNICAL PROPOSAL Section 5.II - Work Plan (page 20)

5 TECHNICAL PROPOSAL

II. Work Plan - The consultant shall set forth how he proposes to accomplish the scope of services. Specifically, the consultant shall address the methodology, techniques and processes he proposes to use as well as, discuss general staffing devoted to the projects and the strategies/processes for completing the Task Order. This section shall also contain work schedules and completion times. ~~Maximum three (3) pages in length.~~

QUESTIONS & ANSWERS

NORTH STONESTREET AVENUE SIDEWALK IMPROVEMENTS QUESTIONS (*italics*) + CITY RESPONSES (red)

1. *Question: Please provide the maximum page limits for each evaluation criteria list on page 23.*

Answer: Please refer to page 20 "5 Technical proposal" for the page limits as 200.

2. *Question: On page 23, please clarify the difference between item 3) c and item 6) experience. Should projects be part of "Experience" and not qualifications to avoid duplication of data?*

Answer: The list of three (3) projects completed within the past five (5) years in 3c is to best illustrate your company capabilities (key staff) to complete the required task order related to this RFP. The one in 5) is to help the city to perform evaluation and reference check for your company performance on the relative tasks.

3. *Question: Can you provide previous 30% concept design plans and study?*

Answer: The City does not have any 30% concept plan. We expect the selected consultant to develop the 30% plan.

4. *Question: Is the Scope of Services part of the 45% evaluation for the Approach and Work Plan?*

Answer: The approach, or scope of service and work plan is to demonstrate your recommended approach and work plan regarding the services relates to the scope of work, such as how the consultant plan to meet the needs of the Task Order, the general staffing and the relative effort that each staff member will devote to projects as well as the firm's strategies and processes for completing the Task Order.

5. *Question: Is it possible to increase the work plan to 10 pages considering that 45% of the evaluation is for this section?*

Answer: The three (3) page limit has been removed. There is no limit page for approach and work plan. There is total page limit of 200. The evaluation of the approach and work plan is not based on page number.

6. *Question: Are the existing traffic signals interconnected and/or will require interconnect for proposed conditions?*

Answer: The interconnection is not part of the scope of traffic signal modification.

7. *Question: Are the signals going to be City of Rockville, Montgomery County, or state standard signals?*

Answer: The intersections are owned, maintained and operated by the city. The design shall follow the city standard.

8. *Question: Who maintains your lighting and will maintain the lighting installed for this project?*

Answer: The city maintains the city owned lights installed for this project.

9. *Question: Can you specify what type of lighting you need for this project (e.g., sidewalk vs roadway lighting)? Do you want pedestrian scale lights?*

Answer: The pedestrian scale lights or the aluminum mast arm lights for the intersection.

10. *Question: Can you confirm that you do not want any specific cost information in relation to this project for the proposal?*

Answer: Do not provide a Price Proposal or any specific cost information in relation to this project. Inclusion of such information may result in disqualification. Upon receipt of technical proposals, the evaluation committee shall rate and rank the proposals on the basis of the evaluation factors published in the Request for Proposal (pages 22-24) and select the offeror whose professional qualifications and proposed services are deemed most meritorious. The City will then request the documents on page 25 and review the selected offeror's price proposal, after which, negotiations shall then be conducted, with the offeror. If a contract satisfactory and advantageous to the City can be negotiated at a price

considered fair and reasonable, the award shall be made to that offeror. If price negotiations with the offeror ranked first are not successful, negotiations shall be formally terminated and negotiations conducted with the offeror ranked second most meritorious, and so on, until a contract can be negotiated at a fair and reasonable price.

11. *Question: Page 20-21 and the outline on page 22 seem to conflict a bit about the structure of the proposal. The outline (on page 22) says after the Computer/CADD section to include the filled-out attachments. However, on page 20-21 it says after the Computer/CADD Section to include the Subcontractors (letters from subs), DBE/MBE/WBE Compliance (which includes Attachments 1 & 2), and Financial Capacity and Insurance (with the rest of the attachments presumably after that). Can you clarify how the proposal should be organized? Would it be acceptable to follow the structure of pages 20-21 (with the title page, signed addenda, transmittal letter, and table of contents beforehand) and then after those 8 sections mentioned to include another section with the rest of the attachments?*

Answer: The eight (8) distinct parts listed on page 20-21 is a minimum requirement for federal funded project. The outline on page 22 embedded all the required items with additional city general conditions and instruction; city detailed insurance requirement, reference and city affidavit form.

12. *Question: Per page 21 and 38 of the RFP it looks like you want a general master insurance certificate and if selected we will submit a certificate of insurance (with more specifics such as listing the City as additional insured). Is that correct?*

Answer: Yes, that is correct.

13. *Question: If a firm is not submitting confidential or proprietary info, do we need to submit the proposal on a flash drive in addition to the portal? Is it acceptable in this case (if there is no confidential or proprietary information) to submit only 1 original version of our proposal?*

Answer: Please do not provide a flash drive. If there is no confidential or proprietary information, a single file upload to the Collaboration Portal of 1 original version is acceptable.

14. *Question: Section 6.3 states three projects are evaluated. Where in the proposal would the City like us to include these projects?*

Answer: Please include it in the key staff section of the proposal, and we will evaluate it for based on the staff experience and team qualification.

15. *Question: Does the City anticipate impacts on utility poles?*

Answer: All overhead utilities, such as overhead PEPCO, overhead communication will remain.

16. *Question: What Major utility relocations are anticipated?*

Answer: No major utility relocations are anticipated.

17. *Question: How many properties will require ROW?*

Answer: Approximately 15 parcels are expected on page 13 under section "2.1.2.11. Property Acquisition Services".

18. Question: Schedule – Per section 6, page 22 – max. limit is 12 months whereas per section 2.1.5, the total duration adds up to 76 weeks! Please clarify which is correct?

Answer: On page 14, section 2.1.5, the total duration adds as 16+12+12+12=52 weeks, which reach the 12 months limit stated in section 6, page 22.

19. Question: If the Technical proposal follows the following order per page 22:

- Title Page
- Transmittal Letter
- Table of Contents
- Scope of Services
- Work Plan
- Key Staff
- Time Estimate
- Computer/CADD
- Federally Funded Contracts Certified DBE Utilization and Fair Solicitation Affidavit (Attachment 1)
- Federally Funded Contracts DBE /Participation Schedule (Attachment 2)
- Financial Capacity and Insurance (Attachment 4)
- Certification for Contracts, Grants, Loans, and Cooperative Agreements (Attachment 5)
- References (Attachment 6)
- City of Rockville Maryland Affidavit Form (Attachment 7)
- Respondent's Questionnaire (Attachment 8)

In what category do you want items 3-5 from the evaluation criteria on Page 23? (Qualifications, Available Resources and Experience?)

Answer: Please demonstrate that information in the key staff section.

20. Question: Do you want the three projects within the past five years projects in 3.C to be different than the projects in 5) Experience

Answer: The three projects within the past five years in 3c is help to evaluate the key staff and in 5 is to evaluate the team as a whole.

21. Question: Page 4 of the RFP states that funding for this project is through the federal TAP grant and the project will be managed by the City of Rockville with oversight from SHA. The RFP also indicates that the NRI/FSD, landscape plans, and forest conservation plans will be approved by the City Forrester (RFP Sections 2.1.2.1 and 2.1.4). Typically, Maryland Department of Natural Resources (MDNR) Forest Service will review state and federally funded projects, in accordance

with the Forest Conservation Act requirements. Has the City of Rockville coordinated with MDNR Forest Service to determine if they will accept the City's review, or should we anticipate a dual review?

Answer: All sidewalk related items will be reviewed by both city and SHA MDOT. NEPA document has been reviewed by MDOT in coordination with Maryland Department of Natural Resources (MDNR). Based on environmental analyses, a Programmatic categorical Exclusion (PCE) has been approved for this project.

The NRI/FSD, landscape plans, and forest conservation plans will be reviewed and approved by the City Forester for city forestry permit for construction. The City Guidelines, which are intended to aid in the implementation of existing Federal, State, and local laws and regulations regulating forest conservation and it fulfill the requirements of the Maryland Forest Conservation Act (Natural Resources Article, Sections 5-1601 through 5-1613 of the Annotated Code of Maryland). However, the City's FTPO is stricter in some regards to meet the minimum requirements of the State Law.

22. Question: On page 22 of the RFP it states the consultant must submit a flash drive of the proposal. Since this is an electronic submittal, is this still necessary?

Answer: No, please provide an electronic submittal only. No flash drive is required.

23. Question: Based on the proposal structure listed on page 23 of the RFP, where should Qualifications, Available Resources, and Experience be addressed?

Answer: That information can be addressed within key staff.

24. Question: On page 23 of the RFP 3) Qualifications and 5) Experience is asking for the same information. Do you want this information in both places?

Answer: The three projects within the past five years in 3c is helping to evaluate the key staff and in 5 is to evaluate the team as a whole.

25. Question: Is a price proposal requested?

Answer: Do not provide a Price Proposal or any specific cost information in relation to this project. Inclusion of such information may result in disqualification. Upon receipt of technical proposals, the evaluation committee shall rate and rank the proposals on the basis of the evaluation factors published in the Request for Proposal (pages 22-24) and select the offeror whose professional qualifications and proposed services are deemed most meritorious. The City will then request the documents on page 25 and review the selected offeror's price proposal, after which, negotiations shall then be conducted, with the offeror. If a contract satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. If price negotiations with the offeror ranked first are not successful, negotiations shall be formally terminated and negotiations conducted with the offeror ranked second most meritorious, and so on, until a contract can be negotiated at a fair and reasonable price.

26. Question: Is there a file size limit for an electronic submission?

Answer: There is not a file size limit, however firms are encouraged to reduce the file size of the proposal to the best of their ability.

27. *Question: Please clarify the geotechnical work associated with this project. The RFP lists Geotechnical Evaluations in Section 2.1.2.10 which is associated with the Traffic Signal Plan and states in Section 2.1.2.10.d requires 2 in-situ infiltration tests 15-ft deep which is not geotechnical field work which would be associated with design of a traffic signal pole but rather SWM facilities. The RFP is silent on geotechnical requirements for SWM or pavement design. Please provide direction for how responders are to address the anticipated required geotechnical work for this project associated to SWM, pavement widening, and signal foundations.*

Answer: Soil boring test is not required for the existing SWM facilities and pavement. Soil report serve for the traffic signal pole foundation design.

28. *Question: Section 6, Evaluation of Proposals Criteria 1 indicates that 45% of evaluation criteria is the Approach and Work Plan. There is no description for what the Approach requirements are in Section 5, Technical Proposal. Please verify that the City's intent for scoring criteria 1: Approach and Work Plan should be changed to Scope of Services and Work Plan.*

Answer: The approach and work Plan section includes the consultant's recommended approach/scope of service and work plan to achieve the scope of work, such as how the consultant plan to meet the needs of the Task Order, the general staffing and the relative effort that each staff member will devote to projects as well as the firm's strategies and processes for completing the Task Order.

29. *Question: The MDOT DBE Form B is missing Parts 2 and 3. Will they be provided?*

Answer: Please include MDOT DBE Form B parts 2 and 3 if applicable. The form can be located here: [https://www.roads.maryland.gov/OPCM/MDOT%20Federal%20DBE%20Form%20B%20\(BidProp\)%20Revised%2009-08-11.pdf](https://www.roads.maryland.gov/OPCM/MDOT%20Federal%20DBE%20Form%20B%20(BidProp)%20Revised%2009-08-11.pdf)

30. *Question: For the required pavement sections, would the City accept Montgomery County design standards?*

Answer: The applicable standards are all listed on page 15 item 2.1.6.b

31. *Question: Would the City share and provide any known information on underground utilities within the project limits?*

Answer: City will share the know information for the utilities within the project limits. Also, the scope of survey includes: 1) Field locate existing utilities (including, but not limited to, water lines and valves, water meters, fire hydrant, sewer lines, manholes, cleanouts, water and sewer house connections, storm drain pipes and inlets, gas lines and valves, power poles, guy wires, overhead wires, telephone and/or cable boxes, etc.); 2) All surface utilities (valves, valve boxes, manholes, inlet, etc.) must have top elevations and inlet size of throat; 3) Miss Utility must be called to locate all non-City utilities (gas, electric, phone, cable, etc.) prior to field surveying; 4) Rockville Maintenance (240-314-8570) must be called to locate all City utilities (water, sewer, and storm drain) a minimum 48 hours prior to field surveying.

32. *Question: Please confirm concurrence that additional soil borings will be necessary for the ESD facilities*

Answer: No soil boring is necessary for ESD facilities.

33. *Question: RFP 2.1.1.21 – Digital files of the topographic and boundary surveys to be provided to the city in the AutoCAD Civil 3D 2014 version. Would the city consider allowing these files to be submitted in the MicroStation dgn format per the latest SHA CADD Standards*

Answer: It will be fine if the file can be converted to CAD file.

34. *Question: RFP Section 2.4 states “Within 10 months, 90% design shall be complete. Work on 90% design shall not commence until all right-of-way acquisition is complete. In no case will design proceed past 90% without right-of-way acquisition finalized in case changes are necessary.” Would the city concur that the right-of-way acquisition schedule will depend on the property negotiations to be performed by the City?*

Answer: Yes.

35. *Question: On-street parking including metered parking along the west side of N. Stonestreet Ave will be impacted. It doesn't look like additional on-street metered parking can be provided along the east side to fully mitigate this impact. Would the city confirm that this is acceptable?*

Answer: The typical cross section without metered parking along N Stonestreet Ave between Park Rd to Lincoln Ave is based on the city approved and adopted North Stonestreet Avenue Comprehensive Master Plan. Five public meetings were held with the master plan, planning commission recommended on Dec 12, 2018, and M&C approved for adoption on March 25, 2019.

36. *Question: As part of the feasibility study will the city allow modifications to the proposed typical section along North Stonestreet Ave while retaining the intent of the Stonestreet Corridor Redevelopment Plan?*

Answer: The typical cross section is based on the city approved and adopted North Stonestreet Avenue Comprehensive Master Plan.

37. *Question: Does the City expects two separate submittal packages for each phase (plans, estimate, permitting, etc.), or whether the package can be one package that would be later split for advertisement/construction? Is the intent of the City to construct the first phase of intersection improvements earlier than the improvements along N. Stonestreet Ave to avoid overlapping construction for the two contracts?*

Answer: One submittal package with construction phases separated. Yes. Phases I improvement is for Park Road Improvement + Intersection Reconstruction; Phase II improvement is for N. Stonestreet Ave from park Rd to Lincoln Ave.

38. *Question: Please clarify whether the anticipated City and SHA review timeframes for each milestone are a total of three weeks, or six weeks (three weeks by the city plus three weeks by SHA)*

Answer: The anticipated City and SHA review timeframes for each milestone are a total of 4-6 weeks. The reviews are performed concurrently with the city & SHA team.

39. *Question: RFP Section 6.3 - Would the City consider expanding the completion timeframe for relevant project examples to ten years or allow consultants to submit projects that were still in the design phase but not constructed? Due to the economic slowdown and COVID-19 shutdowns,*

most consulting firms may not have completed the design and completed construction of complex projects like the current project within the last five years.

Answer: Evaluation will be based on the criteria in Section 6.

40. Question: Regarding the structured outline on page 22 of the RFP, in which section should the project examples be placed?

Answer: You can list the experience in key staff.

41. Question: In Section 5.) Experience, can the 3 project examples be extended from 5 years to 10 years or because of covid and budgetary constraints over the last several years, can we be allowed to submit projects that are currently in the design phase instead of requiring the project to have construction complete?

Answer: Evaluation will be based on the criteria in Section 6.

42. Question: Page 23, Section 6: Evaluation of Proposals, Item 5) Experience states firms shall provide a list of three (3) projects completed within the past five (5) years. The Technical Proposal outline shown on page 22 does not mention Experience. What section should include the 3 projects? Please confirm that "project completed" refers to projects where design has been completed.

Answer: You can list the experience in key staff. "Project completed" refers to similar projects to this RFP where all deliverables have been met.

43. Question: RFP suggests one set of contract documents, but also states that the project will be constructed in 2 phases. Is the City planning to design / permit / advertise / bid the improvements as one construction contract with 2 phases? Was traffic analysis completed for the proposed intersection / signal modifications (2) and roadway improvements along Park Road?

Answer: The contract document shall include the plan and cost estimation with Phase I & II separated. Yes, it is planned for one construction contract with 2 phases.

The traffic signal modification is to reconfigure the intersection at Park Ave and S. Stonestreet Ave to make it a more conventional T intersection and realign the traffic signal heads with the proposed lanes based on the typical cross section proposed on Park Rd and Stonestreet Road. The proposed improvements will improve the visibility and make the movements more intuitive. No capacity reduction or lane configuration change is involved. Therefore, the traffic analysis is not needed within this scope.

44. Question: Do Attachments 5, 6, 7, and 8 need to be completed by just the prime consultant or subconsultants as well?

Answer: Yes. Both Prime consultant and subconsultant who is involved need to complete the related information.

45. Question: In which section should we include our project descriptions?

Answer: You can identify the project description demonstrating experience under key staff.

46. *Question: Page 22 of the RFP mentions submitting a flash drive, but elsewhere the RFP says we should be submit the proposal through the Collaboration Portal. Do we need to submit both or will submitting through the online portal suffice?*

Answer: No, please only submit a proposal via the Collaboration Portal. No flash drive is required for submission.

47. *Question: Can you confirm the page limitations for the Work Plan section? Should our sample schedule be included in this section? If so, is it included in the page limitations?*

Answer: The three-page limit for Work Plan has been removed. The overall page limit for the proposal in its entirety is 200.

48. *Should we submit a price proposal with our submittal? Pages 24 and 25 detail instructions regarding the price proposal. However, it says, "If a price proposal is requested" and later says "If a price proposal is required". The submittal instructions on page 22 says to submit 1 combined original and 1 redacted version which would conflict with the 3 separate PDF documents mentioned on page 25 of the RFP (if a price proposal is required).*

Answer: Do not provide a Price Proposal or any specific cost information in relation to this project. Inclusion of such information may result in disqualification. Upon receipt of technical proposals, the evaluation committee shall rate and rank the proposals on the basis of the evaluation factors published in the Request for Proposal (pages 22-24) and select the offeror whose professional qualifications and proposed services are deemed most meritorious. The City will then request the documents on page 25 and review the selected offeror's price proposal, after which, negotiations shall then be conducted, with the offeror. If a contract satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. If price negotiations with the offeror ranked first are not successful, negotiations shall be formally terminated and negotiations conducted with the offeror ranked second most meritorious, and so on, until a contract can be negotiated at a fair and reasonable price.

49. *Will the City consider exceptions / markups to the contract with the proposal*

Answer: Yes, upon successful negotiation as outlined in Section 7, the City will consider exceptions/markups to the contract with the selected firm.

**Reminder: Proposals will only be accepted electronically via the City's
[Collaboration Portal](#)**

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE REQUEST FOR PROPOSAL (RFP).

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION.

Additionally, please be sure to submit all other required information from the solicitation instructions with your proposal.

ISSUED BY: TJ Ellison, PRINCIPAL BUYER, 8/4/2023

NAME OF BIDDER: _____

PROPOSAL DUE DATE: 2:00 P.M. (ET), TUESDAY, AUGUST 22, 2023