



REQUEST FOR PROPOSALS (RFP) No. 025-006

CONSTRUCTION MANAGEMENT SERVICES FOR CONSTRUCTION OF VRE FRANCONIA-SPRINGFIELD STATION IMPROVEMENTS

QUESTIONS AND ANSWERS

Below are questions VRE received as of December 3, 2024, at 2:00 P.M. EST, with responses. Whenever possible, questions are presented as originally asked. Otherwise, the questions or inquiries are presented to capture the main thrust or idea.

PART IV – PROPOSAL REQUIREMENTS

Question #1: Item 04.c of this section states “Identify SWaM businesses and their role(s);” however, Attachment E refers to Disadvantaged Business Enterprise (DBE) firms and a 14.7% DBE goal. Please clarify if these terms are interchangeable or must we distinguish between the two?

Response #1: The terms Disadvantaged Business Enterprise (DBE) and Small, Woman-owned and Minority-owned Business (SWaM) are not interchangeable and represent two separate certifications. Attachment E pertains exclusively to the utilization of Disadvantaged Business Enterprise (DBE) firms. Therefore, when including SWaM subcontractors in your technical proposal, please clearly differentiate between DBE and SWaM firms.

Question #2: Section *IV.03.A TAB 12 - Representation and Certifications* – Please confirm what forms, if any, in Attachment B need to be notarized.

Response #2: None of the forms in Attachment B need to be notarized.

Question #3: Section *IV.03.A TAB 3 - Transmittal Letter* – Please confirm if the Transmittal Letter must have a handwritten (manual) signature. Or if Section *VIII.01 Signatures* – applies to the Transmittal Letter as well.

Response #3: Section VIII, Special Provisions, Sub-section. 01, Signatures applies to the Transmittal Letter as well.

Question #4: Section *IV.03.A TAB 13- Appendix* – Please confirm if along with the full resumes, we also need to submit copies of Licenses and Registrations (i.e., Professional Engineering Licenses) for Key Personnel? This is mentioned in the Pre-Proposal Presentation (slide 15) but not in the RFP.

Response #4: Yes. See Addendum No. 1.

PART VI – EVALUATION PROCESS AND CRITERIA

Question #5: PAGE 28, SECTION VI. Subsection 04. f. For Criteria #1, subsection f, the RFP states “Project sheets shall be two (2) page per project. Please clarify if this means two projects on a page or can one project sheet be two pages long.

Response #5: One project sheet/summary can be up to two pages long.

Question #6: PAGE 28, SECTION VI. Subsection 04. Criteria No. 1. The RFP states this section has a maximum of 18 pages. Depending on the team size (i.e., if a submittal has four firms), the page allowance for the rest of the required items is drastically reduced. Would VRE consider increasing the maximum page count for Evaluation Criteria #1 so teams can fully address all RFP requirements?

Response #6: See Addendum No. 1.

Question #7: Section *VI.04. Criteria No. 1.f* – Do you want us to submit 3 projects total or 3 projects per firm (Prime Contractor and each Subcontractor)?

Response #7: Offerors shall identify 3 projects per firm (Prime Contractor and each Subcontractor).

Question #8: Section *VI.04. Criteria No. 1.f* – Can project sheets be less than two pages or must each project we submit be two pages?

Response #8: Project sheets may be less than 2 pages. However, any given project may not exceed 2 pages. See Addendum No. 1

Question #9: Section *VI.04. Criteria No. 2.e* – Please confirm that one page may not contain more than two projects.

Response #9: See Addendum No. 1.

Question #10: Section *VI.04 Criteria No. 2* - How many people per key position are being requested? Are you looking for only (1) one person for each key position?

Response #10: Only one (1) individual can be assigned to each key position.



Question #11: *Section VI.04 Criteria No. 2.d* - Is the Field Engineer also considered as a full-time on-site Inspector?

Response #11: Yes.

Question #12: *Section VI.04 Criteria No. 2.d* - Can we submit more than (1) one Field Engineer?

Response #12: VRE anticipates the Field Engineer position to be filled by one (1) individual.

MISCELLANEOUS

Question #13: Some consultants are involved with other clients/owners that collaborate with VRE. Has VRE determined any preclusions or conflict of interest scenarios?

Response #13: At this time, VRE has not precluded any firms from participating in this procurement. However, if a firm identifies a potential conflict of interest or competitive advantage, the firm shall submit in writing the pertinent information to the VRE Director of Purchasing and Contract Administration so that a determination can be made as to the extent of the conflict or competitive advantage.

END OF QUESTION AND ANSWERS

Page 3 of 3
Questions & Answers

