



# HOWARD COUNTY, MARYLAND

## OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 226, Columbia, MD 21046

### *ADDENDUM NO. 2*

*ISSUED JULY 29, 2020*

### *REQUEST FOR EXPRESSIONS OF INTEREST*

*EOI NO. 07-2020*

### *ON-CALL CONSTRUCTION INSPECTION, ENGINEERING & ADMINISTRATIVE SERVICES*

*OPENING: AUGUST 12, 2020 AT 11:00 A.M.*

<https://www.HowardCountyMd.gov/Departments/County-Administration/Purchasing>

This addendum is hereby made a part of EOI No. 07-2020. The following information resulted from the pre-bid teleconference on July 14, 2020 and the questions submitted through the deadline. Please submit the bid accordingly.

#### **Changes/Information**

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1. Item #11, "SUBMISSION OF EXPRESSIONS OF INTEREST", add the following: 11.4 Hand deliveries of submissions will **only** be accepted from 8:00 am to 11:00 am on the opening day. Consultants are welcome to ship by UPS or FedEx at any time prior to bid opening.

#### **Questions/Answers**

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1. **Question:** Are Troxler certificate and Confined space certificate necessary for all inspectors. Can these be obtained later on depending upon the requirements of the task.  
**Answer:** Qualifications may be scheduled to address safety requirements in advance of need. We can consider candidates in advance of accomplishing required certifications.
2. **Question:** Is there any page restriction on Section H (Additional information) of SF 330 form.  
**Answer:** Page 5 of 52 Technical Submittal states that failure to comply with the page limit may result in rejection of the Submittal.
3. **Question:** Page 6 of the solicitation states that the project manager must be a P.E. Will the County accept a CCM certification in lieu of a P.E.?  
**Answer:** The Project Manager may be a Professional Engineer or Certified Construction Manager.
4. **Question:** Will the County please confirm that SF330 Part H., Additional Information, is not required?  
**Answer:** Confirmed, Part H not required.
5. **Question:** The solicitation specifies a 15% EBO goal. Can offerors use DBEs who are City of Baltimore or MDOT-certified to fulfill the 15% EBO goal?  
**Answer:** Yes

6. **Question:** Will the County please confirm that the eventual contract will include the indemnification obligations in Section 22 of the sample contract, and that such indemnification as specified in Section 22 will control over the indemnification language contained in Section 10.1 of the REOI?  
**Answer:** The sample agreement is the template on which the final contract will be based.
7. **Question:** Is it acceptable for Offerors to pursue this contract as a Prime Consultant/JV Partner as well as serving as subconsultant to another Prime Consultant?  
**Answer:** There is no rule against Offerors pursuing this contract as a Prime Consultant/JV Partner and as subconsultant to another Prime Consultant. The County will only enter into one contract per consulting firm.
8. **Question:** Page 4/52; items 5.1 and 5.3: Project specific needs examples under item 5.3 are listed as Pumping station, Water Tanks and Pipe lining. Construction types under 5.1 covers a very broad range. Is it correct to assume majority of the work will be related to items requested under 5.3?  
**Answer:** See 5.1 Typical types of construction: Water and Sewer Main, Storm Water Management, Roads, Power & Communications, Grading, Sediment and Erosion Control. This is an On-Call services contract, the current Pandemic and related economic effects make the needs difficult to forecast. We appreciate consultants working with us and remaining flexible in meeting these challenges.
9. **Question:** Page 4/52; Item 5.3: The way sentence currently reads it appears that “LEED Inspection and Certification Processing” to be part of Pipe Lining. Please clarify.  
**Answer:** That was a typographical error; LEED Inspection and Certification Processing is a stand-alone service, not related to pipe lining.
10. **Question:** Page 5/52: the note indicates the County may select the firms based on their overall ability to provide the totality of services or may select firms based on their ability to provide individual specialty services noted. Consider the specific examples requested under item 5.3 for Water Tanks, does the County currently have a consultant on board for such inspections?  
**Answer:** The consultants on the current contract will be replaced by the consultants on this awarded contract.
11. **Question:** Page 30/52; Item I.D: It states the PM cost should be included in the Consultant’s overhead. Please confirm PM time is not chargeable under this contract.  
**Answer:** Confirmed, PM time is not chargeable under this contract.
12. **Question:** How many contracts is Howard County intending to award for this project?  
**Answer:** The County anticipates multiple awards. The previous EOI produced five contracts.
13. **Question:** On Page 5 of 52, bullet Form Sf 330, bullet 9.3, fifth sentence states, “Responses shall list no more than 10 projects and shall include the name and telephone number of a person who may be contacted for references for each listed project and shall indicate which of the key personnel listed were involved on the specific projects listed and in what capacity.” On the standard SF 330, Item G is a matrix that supplies this information, does Howard County want to include the Key Staff information as a duplicate on the projects as well?  
**Answer:** This information does not need to be duplicated.
14. **Question:** On Page 5 of 52, bullet Form Sf 330, bullet 9.4, it states, “The Consultant shall provide a separate Project Organizational Chart showing the personnel and their specific involvement/responsibilities in this effort. This chart will not count towards the page limit of the technical submittal. Elaborate brochures or voluminous samples of irrelevant past experience are not required or desired. During the course of the project, the Consultant may not change the key personnel who are listed without written authorization from the County. The Consultant's Organizational Chart may include more personnel than the resumes submitted.” On the Standard SF 330, Item D is an

organizational chart that must be submitted as part of the SF 330, does Howard County want to include the Organizational Chart as a separate section as well?

**Answer:** The organization chart is already part of Section D.

15. **Question:** On Page 5 of 52, bullet Form Sf 330, bullet 9.4, it states, "The project manager shall be a registered professional engineer in the State of Maryland and shall have a minimum of ten (10) years' experience similar to that required for this project." However, on page 30 of 52, it states, "The project manager shall be a registered professional engineer in the State of Maryland or a Certified Construction Manager and shall have a minimum of ten (10) years' experience similar to that require for the project." For clarification purposes, can the Project Manager be a professional engineer or certified construction management?

**Answer:** The Project Manager can be either a Professional Engineer or a Certified Construction Manager.

16. **Question:** Are we to submit Appendix C, Appendix E, Appendix F, Appendix G as well as Appendix D and Appendix H as stated on page 5 of 52, bullet 8.2?

**Answer:** Yes.

17. **Question:** Reference RFP page 6, paragraph 9.5: "The project manager shall be a registered professional engineer in the State of Maryland and shall have a minimum of ten (10) years' experience similar to that required for this project." Also reference RFP page 30, definition D: "The project Manager shall be a registered professional engineer in the State of Maryland *or a Certified Construction Manager* and shall have a minimum of ten (10) years' experience similar to that require for the project." *[emphasis added]* Does definition D take precedence over the requirement under paragraph 9.5?

**Answer:** The Project Manager can be either a Professional Engineer or a Certified Construction Manager.

18. **Question:** Reference RFP page 5, paragraph 8.2: "Consultants must complete and submit Appendix D and Appendix H with their submission. These forms will not count towards the page limit." Will the County please confirm that Appendix C, Appendix E, Appendix F, and Appendix G are not required with the EOI for 07-2020?

**Answer:** Appendices C, E, F and G are also required.

19. **Question:** Reference RFP page 6, paragraph 9.4: "The Consultant shall provide a separate Project Organizational Chart showing the personnel and their specific involvement/responsibilities in this effort. This chart will not count towards the page limit of the technical submittal." Is it acceptable to provide the separate organization chart on an 11" x 17" ("tabloid") page?

**Answer:** The organization chart is already part of Section D; 11"x17" sheet size is acceptable for the organization chart.

20. **Question:** Reference RFP page 5 paragraph 9.1: "Interested firms are requested to submit a completed Standard Form 330 which is separate from and does not count towards the page limit of the technical submittal." Also reference Page 3 of Instructions for the U.S. Government Standard Form 330, Section H. Additional Information: "30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G." Is there a page limit for Section H? Are there any restrictions on the type of information that can be provided in Section H (i.e., can this section be used to supplement the 3-page technical understanding and approach)?

**Answer:** Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest. Note that Appendix A identifies five evaluation criteria: (1) Background, (2) Diversity/Ability, (3) Approach, (4) Understanding, and (5) Cost-effectiveness. Ability to efficiently and effectively communicate concisely is appreciated.

21. **Question:** Reference RFP page 6, paragraph 9.3: "Responses shall list no more than 10 projects and shall include the name and telephone number of a person who may be contacted for references for each listed

project and shall indicate which of the key personnel listed were involved on the specific projects listed and in what capacity. Responses shall identify a maximum of 10 projects, with priority given to projects that are similar to the specific project for which services are being procured."

**Answer:** Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest. Note that Appendix A identifies five evaluation criteria: (1) Background, (2) Diversity/Ability, (3) Approach, (4) Understanding, and (5) Cost-effectiveness. Ability to efficiently and effectively communicate concisely is appreciated.

22. **Question:** Is there a page limit for each of the 10 projects in Section F (Example Projects) of the SF 330?

**Answer:** There is not a specific page limit. Brevity is appreciated.

23. **Question:** Is there an overall page limit for Section F (Example Projects) of the SF 330?

**Answer:** Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest. Note that Appendix A identifies five evaluation criteria: (1) Background, (2) Diversity/Ability, (3) Approach, (4) Understanding, and (5) Cost-effectiveness. Ability to efficiently and effectively communicate concisely is appreciated.

24. **Question:** Would it be acceptable to present one open-ended contract (e.g., on-call, IDIQ, task order type) as one of the 10 projects with multiple assigned tasks described under that contract?

**Answer:** Yes.

25. **Question:** Reference RFP page 5, paragraph 8.1: "The Consultant's technical understanding and approach to the project, including innovativeness and any special expertise or resources that the firm intends to use or other relevant information shall be submitted on no more than three (3) typewritten pages (minimum font size 11 point)." Can any standard font style be used in the understanding and approach section as long as the size is 11 point (or larger)?

**Answer:** Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest. Note that Appendix A identifies five evaluation criteria: (1) Background, (2) Diversity/Ability, (3) Approach, (4) Understanding, and (5) Cost-effectiveness. Ability to efficiently and effectively communicate concisely is appreciated. Standard business fonts are to be used.

26. **Question:** Does the 3-page technical approach go in Section H? If not, then what do we put in H? Other qualifications?

**Answer:** Consultants are welcome to place the 3-page technical approach in Section H, or Section F; whichever best communicates the firm's capabilities.

27. **Question:** According to section 9.4, "The Consultant shall provide a separate Project Organizational Chart showing the personnel and their specific involvement/responsibilities in this effort. This chart will not count towards the page limit of the technical submittal." Do we include the Organizational Chart in the technical understanding and approach section, Section G, or both?

**Answer:** Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest. Note that Appendix A identifies five evaluation criteria: (1) Background, (2) Diversity/Ability, (3) Approach, (4) Understanding, and (5) Cost-effectiveness. Ability to efficiently and effectively communicate concisely is appreciated.

28. **Question:** Besides Appendix D and H, do we need to submit any others with the proposal? Appendix E, F, G?

**Answer:** Yes, Appendices C, D, E, F, G and H shall be submitted.

29. **Question:** What is the anticipated value of the contract?

**Answer:** Historically, the value of this contract has been \$2,000,000.00.

30. **Question:** Regarding the request to provide reference projects in section 9.3, if a consultant has performed several task orders under an umbrella Master Service Agreement, should each applicable task order be cited as a distinct reference project or should the umbrella MSA be cited as the reference project instead?  
**Answer:** Either way of presenting the tasks is acceptable.
31. **Question:** According to section 5.1, Power & Communications, Grading, and Sediment and Erosion Control are included as typical types of construction. What portion of the contract is intended to cover these types of construction?  
**Answer:** This shall be an On-Call services contract; the typical needs are listed; the County anticipates needing two to four inspectors focused on Power & Communications.
32. **Question:** If multiple firms are selected for the contract, will task orders be awarded on a competitive basis?  
**Answer:** Quality Based Selection based on the needs of the County.
33. **Question:** According to section 9.2, all Howard County Government contract work currently in progress or completed in the last five years should be included in the proposal. Where in the SF330 should this information be included? Is it intended that a simple list of projects be provided or a full project description provided for each project?  
**Answer:** Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest.
34. **Question:** Will the County be accepting electronic submissions only (no hard copies) given circumstances of COVID-19? If so, please provide email address or upload link for submissions.  
**Answer:** The County cannot accept electronic submissions. Hard copies of submissions will be accepted by the Office of Purchasing on August 12, 2020 from 8:00 AM to 11:00 AM or by mail at any time prior to the opening date and time. Submissions will not be accepted after this time.
35. **Question:** What is the contract fee capacity per prime consultant awarded a contract?  
**Answer:** Historically, the value of this contract has been \$2,000,000.00.
36. **Question:** Is there an overall limit to the page length of the SF 330 Part I?  
**Answer:** Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest.
37. **Question:** RFP notes that Section F (projects) of the 330 should “indicate which of the key personnel listed were involved on the specific projects listed and in what capacity.” Section G of the 330 will contain this information. Does the County want us to repeat this info in Section F?  
**Answer:** Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest.
38. **Question:** RFP notes “SF330 shall include, if applicable, all Howard County Government contract work currently in progress or completed in the last five years, in addition to other relevant contract work completed in the last five years.” Unlike the 255, the 330 does not have a section designated for this information. Should we include in Section H (Additional Information)?  
**Answer:** Yes, if applicable.
39. **Question:** Is a Section H/I desired? If so, what topics should we include in section H and is there a page limit?  
**Answer:** Appendix H is the Foreign Service Disclosure Form and must be submitted.
40. **Question:** Is Appendix C (Affidavit) required to be included in our submission as this procurement stage?

**Answer:** Yes

41. **Question:** Is Appendix G (Wage Rates Requirements form) required to be included in our submission at this procurement stage?

**Answer:** Yes

42. **Question:** Are the rates shown for Levels A, B and C listed in the table Schedule of Prices on page 42 the prices for the project?

**Answer:** These prices are just samples.

43. **Question:** Are the prices listed below that samples too?

**Answer:** Yes.

44. **Question:** Clerical technician: will the duties of this position be more for scheduling purposes on site at Howard County or on the project site?

**Answer:** This depends on the situation.

45. **Question:** Will the clerical technician be more geared to clerical work or PM scheduling?

**Answer:** Could be either.

46. **Question:** Regarding qualifications: Is there something required for all 3 levels or something that is done by level?

**Answer:** If the inspector is not fully qualified, we can look at project specific qualifications.

47. **Question:** If not fully qualified, we can still submit their names?

**Answer:** Yes, but we would need to have them fully qualified before working on the site.

48. **Question:** RFP notes "SF330 shall include, if applicable, all Howard County Government contract work currently in progress or completed in the last five years, in addition to other relevant contract work completed in the last five years." Unlike the 255, the 330 does not have a section designated for this information. Should we include in Section H (Additional Information)?

**Answer:** Contractors may include work experience in Section H, as required.

49. **Question:** Do all 10 projects need to be Prime projects only or could they include JV and/or sub project examples? Is Architectural Design a key component for this contract?

**Answer:** Architectural Design is not a key component of this contract.

50. **Question:** Information be included? Is it intended that a simple list of projects be provided or a full project description provided for each project?

**Answer:** Description for each. Page 5 of 52 Technical Submittal states that Failure to comply with the page limit may result in rejection of the Expression of Interest.

51. **Question:** *On Page 5 of 52, Bullet 9.2, the RFP states: "SF330 shall include, if applicable, all Howard County Government Contract work currently in progress or completed in the last five years, in addition to other relevant contract work completed in the last five words."* Please confirm if the County would like to see work currently in progress or completed in the last five years for all Howard County Government work or just specifically for Construction Inspection work?

**Answer:** The primary focus of this contract is Construction Inspection, with applicable engineering experience.

52. **Question:** Is the SF330, Part II is required by subs as well as the Prime?

**Answer:** Yes.

53. **Question:** Page 6, Section 9.4 states “separate Project Organizational Chart show the personnel and their specific involvement/responsibility in this effort.” To be clear, the requirement is to submit the SF330 Section D Organizational Chart, **plus** an additional supporting chart specific to involvement and responsibility details. Or does the SF330 Section D Organizational Chart meet this requirement?

**Answer:** Please provide the Organizational Chart per SF330 Section D. Provide specific involvement and responsibility details however you see fit.

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All other specifications, terms and conditions remain the same.

MVD