

April 4, 2022

**REQUEST FOR QUALIFICATION (RFQ)  
PROFESSIONAL SERVICES  
Construction Management for Ohio River Tunnel  
Capital Project S-488**

**ADDENDUM NO. # 001**

All Consultants submitting under the Request for Qualification (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

**Acknowledgment of RFQ Addendum:** The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal. Only the signature page of this Addendum should be submitted.

Suzanne Thomas  
Procurement Officer  
ALCOSAN

\_\_\_\_\_  
Consultant Acknowledgement

\_\_\_\_\_  
Date

April 4, 2022

**REQUEST FOR QUALIFICATION (RFQ)  
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**DRAWINGS/FORMS**

1.

**INFORMATIONAL MEETING**

An Informational Meeting was held at the ALCOSAN plant for the above project on March 31, 2022, at 10:00am (EST) via Microsoft Teams. In attendance for ALCOSAN: Arletta Scott Williams, Kimberly Kennedy, P.E., Michael Lichte, P.E., Suzanne Thomas, Shawn McWilliams, Joseph Sparbanie, P.E., Nate Carll, P.E., Candace Coston, Beth Mellinger, and Denise Macellaro. The list of companies in attendance are posted on the website.

The following Questions were submitted during the informational meeting.

1. Will the presentation be posted on the website?
  - a. Yes
2. Can the Prime self-perform as MBE and WBE to fulfill the 10-25% goal?
  - a. The prime can self-perform MBE/WBE but if you have subconsultants on your team, ALCOSAN would like to see more subconsultants on your team. This is part of the evaluation criteria.
3. Regarding the SF330 Section H Additional Information – Is there a page limit to this section?
  - a. We do not have a page limit on section H. However, please do not include marketing or brochures. Anything included should be directly related to the submittal. All forms required for this procurement are online.
4. Does ALCOSAN monitor Small Business (SB) participation?
  - a. Yes, when awarded the project primes must submit a MBE/WBE utilization form listing the small businesses with each invoice.
5. Does the prime have to report change of SB and is the SB notified?
  - a. The Prime must report the change in subconsultants. As ALCOSAN does not have a contract with the subconsultants, we cannot notify the subconsultant. If would be expected that the Prime notifies the small business.
6. Team's Experience (Tabbed Section 2) – States Firm to submit SF300 Parts I and II and may provide up to 10 resumes of key personnel in the SF330 Section E. It also states resumes shall be submitted as an Appendix to the proposal. Are these resumes in addition to Part I Sec E Resumes or does Part I Sec E go in an Appendix? If in addition to the SF330, do you want the resumes for the same individuals in both locations? Are we able to add more than 10 resumes to the addendum?

- a. Only 10 resumes shall be submitted. This may follow Section D or it may be part of the appendices.

Additional Questions were submitted.

7. For C. Firm's Experience (Tabbed Section 1), are we permitted to include 2-page descriptions for the 5 similar projects?
  - a. The RFQ has instructed consultants to provide a one-page case history.
8. Are we permitted to include a 2-page cover letter along with our response?
  - a. Yes.
9. Is there a page limit for the SOQ?
  - a. A page limit has not been identified; however, Proposers are reminded the evaluations will be technical; marketing material is not expected nor will be reviewed. They are also reminded that elaborate covers, binding, dividers, and the like are not required.
10. Is it acceptable to include a cover letter in the SOQ?
  - a. The Cover Letter will be evaluated along with the SOQ.
11. Is it acceptable to include an executive summary prior to the Firm Experience section?
  - a. A brief summary will be accepted.
12. Page 8, Section C. Firm's Experience – Is this section required to be formatted in the SF 330 format?
  - a. SF 330 is not required for this section; however, it does provide headings for appropriate information and makes the evaluations easier.
13. Page 8, Second Paragraph encourages proposer to submit on double-sided paper whereas Page 8, Section C. Firm's Experience requests one-page, single-sided. Can you please clarify?
  - a. The submittal shall be printed on double-sided paper. There may be two case histories on a single double-sided page.
14. Referring to Page 9, Section D. Team's Experience requests a completed SF 330 Parts I and II can you please clarify the following? For Part I Section D, is it acceptable to use a 11x17 size paper (folded to 8.5x11 size) for the Organizational Chart?
  - a. Yes
15. "The Firm may provide up to ten (10) resumes of key personnel for Part I, Section E... Resumes shall be submitted as an Appendix to the Proposal." Should resumes be submitted within Section D Team's Experience or within the Appendix?
  - a. Please see response to Question 6.
16. For Part I Section F, is it acceptable to include 10 projects? If so, do we repeat the 5 projects used in Section C. Firm's Experience?
  - a. The RFQ states no more than five (5) similar projects.
17. For Part I Section H, is there specific criteria for this section?
  - a. Section H allows the consultant to provide additional information about the team, such as MBE/WBE/SDVOSB participation, managing conflicts of interest, and other pertinent information.
18. Is a SF 330 Part II form required for each firm team member or only the prime firm?
  - a. The SF 330 requirement is for all team members.
19. Page 9 Section F. Potential Conflict of Interest – Can you please identify which firms are

precluded from the ORT CM?

- a. Please see the instructions in Section F.
20. Will it be the responsibility of the CM to perform independent cost estimates?
- a. No.
21. Will the CM be responsible for community, business and stakeholder public relations and outreach related to the construction?
- a. The CM will have to conduct typical coordination during construction with nearby business, utilities, municipalities, etc.
22. Will the CM be responsible for M/WBE/SDV contractor outreach and monitoring?
- a. The CM will have responsibilities in monitoring M/W/SDVE participation and contractor submittals during construction
23. The original construction management 1 page flyer mentioned materials sampling and testing under the construction phase support. There wasn't a mention of that scope released in the RFQ on March 9th. We wanted to confirm that scope isn't included in this RFQ.
- a. CM is responsible for ensuring QA/QC of Materials Sampling and Testing
24. Would ALCOSAN allow 11x17s to be submitted as an org chart in Section D as well as in Appendix H?
- a. Please see the response to Question 8.