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ADDENDUM No. 2

TO: All Bidders

FROM: Peter O'Cain, P.E., Town Engineer, pocain@townofsharon.org

DATE: September 26, 2023

SUBJECT: Addendum No. 2 to RFS FOR OWNER'S PROJECT MANAGEMENT
SERVICES -- Groundwater Treatment System Project

To All Bidders:

Addendum No. 2 to RFS FOR OWNER'S PROJECT MANAGEMENT SERVICES – Groundwater Treatment System Project is as follows:

RESPONSES TO QUESTIONS POSED BY RFS RESPONDENTS

1. Page 5, Item 5 – Minimum Requirements

- a. QUESTION: Can a team member hold the Massachusetts Certified Public Purchasing Officer Program Certification, or must it explicitly be the Project Director?**

RESPONSE:

1.a. Page 5. Minimum Requirements, 2nd paragraph:

Delete the 2nd sentence in its entirety and replace it with “The Project Director shall meet the following minimum requirements:” There are no revisions to the two bulleted requirements that follow.

At the end of section 5. Minimum Requirements, INSERT the following:

“A senior member of the proposed project team shall be certified by the Massachusetts Certified Public Purchasing Officer Program as administered by the Inspector General of the Commonwealth of Massachusetts. The MCPPO-certified individual shall be identified in the Response, including providing a description of their active role in the project, their resume, their firm affiliation, and copy of current MCPPO certification.”

2. Page 6, Item 6 – Evaluation Criteria

- a. QUESTION: Second Sentence, 1st paragraph, 5th line. RFS states that there are 12 criteria that respondents will be ranked on. The RFS only lists 8.**

RESPONSE: 2.a.:

- i. From the referenced sentence delete the word “twelve.”
- ii. Delete criteria nos. 8 and 9 on page 7.
- iii. Attachment C – Weighted Evaluation Scoring Sheet: revise to show “Excellent = 5, Perfect Score – weighted = 50”

- b. QUESTION: RFS requests past performance with regard to construction of water treatment facilities, from those listed in Attachment E (note that it is actually Attachment D). However, Item 7a of Attachment D states to list all completed projects “in excess of \$1.5M, for which the Prime Applicant has performed, or has entered into a contract to perform Owner’s Project Management Services within the past 10 years.” Our interpretation is that Attachment D is only to list Owners Project Management Services projects, which may not necessarily be water treatment projects. Please clarify what is desired.**

RESPONSE: 2.b. As stated by Item 7a of Attachment D, all completed projects in excess of \$1.5M shall be listed.

- c. QUESTION: Requests “average number of projects per project manager per year.” Since there is a single project manager requested for the project, should we assume the information is for that person or team members?**

RESPONSE: 2.c. For Example, if the OPM firm has three project managers assigned to nine projects in a year, the average number of projects per project manager per year is three.

3. Page 6, Item 6 – Evaluation Criteria, 3

- a. QUESTION: Balance and income sheets are typically confidential. Can we provide this in a separate envelope as an attachment? If not, this information will comprise a minimum of 3 pages per year. That would be 6 pages of the allotted 20. Can this requirement be waived?**

RESPONSE: 3.a. The submission required is not waived. The Balance and Income sheets may be submitted in a separate envelope and do not count towards the allotted 20 pages.

4. Page 7, Item 5 – Key Personnel,

- a. QUESTION: Are references required for each individual or will references for the team/firm be acceptable?**

RESPONSE: 4.a. Item 5 asks for references for each of the key personnel

5. Page 7, Items 5 and 6.

- a. QUESTION: Language used in these Items (as well as in the example Contract) suggest that this assignment will include field construction representation (Project Representative). Should proposers expect to provide field staff to oversee the contractors work or will that service be provided by others?**

RESPONSE: 5.a. The Owner's Project Manager shall provide the Construction Phase Services stated in the attached contract.

- 6. Page 10-11, Requirements for content of response: QUESTION: The cover letter shall be a maximum of two pages, is this included in the maximum 20 pages of the selection criteria?**

RESPONSE: 6. No, the two-page cover letter is not included in the allotted 20 pages.

- 7. Page 11: Selection Criteria: QUESTION: This section references a "Selection Criteria" Section of the RFS. There is no Selection Criteria section, is this referencing 6. Evaluation Criteria?**

RESPONSE: 7. Yes, it refers to the Evaluation Criteria

- 8. Page 40-41, Attachment D. QUESTION: There is no #5, however #6 references #5. Please advise.**

RESPONSE: 8. Attachment D inadvertently left out the page with #5 (Organizational Chart), which is included in this addendum.

- 9. Page 3, Phase I Design, Item 5. RFS indicates that OPM will assist SSBC and Sharon Water Dept. with scheduling and conducting public meetings.**

QUESTION: Please clarify if this is a separate scope item from the Design Engineer.

RESPONSE: While the Design Engineer participates in public meetings, the OPM shall assist in scheduling and conducting the meetings.

- 10. Page 3, Phase I Design, Items 3 & 4. QUESTION: OPM is responsible for reviewing 50% design submittal and to provide an independent cost estimate. It is our understanding that the design engineer has already submitted 50% design documents. Please clarify.**

RESPONSE: The OPM will be responsible for reviewing the 50% design submittal, when complete, and for providing an independent cost estimate.

- 11. Page 4, Phase III Bidding, Item 14. QUESTION: Please clarify the level of effort that the OPM will be responsible for during the pre-qualification process. The RFS notes OPM will assist the Owner and Design Engineer, does the Design Engineer lead this task?**

RESPONSE: The OPM shall lead the Pre-qualification process.

12. Page 5, Minimum Requirements. RFS notes that the designated project director (PD) shall be certified in the Massachusetts Certified Public Purchasing Officer (MCPPO) Program. QUESTION: Will the Town hold this requirement since this project will be primarily funded through SRF and will have significant oversight from MassDEP?

RESPONSE: Refer to response to Question 1a, above.

13. Page 6, Item 6.1.a. Documented performance on previous projects as set forth in its Application (Attachment E) QUESTION: Please clarify that you do indeed mean "Attachment D" OPM Application Form.

RESPONSE: Correct; the Application is "Attachment D".

14. Page 6, Evaluation Criteria, Item 6. The RFS notes that the Owner will evaluate Responses and rank Respondents based on criteria that shall include, but not be limited, to the twelve criteria set forth below. QUESTION: Please clarify as there are only 8 criteria listed ending on page 7.

RESPONSE: There are nine (9) criteria, including 1a and 1b. (See response to question 2a, above).

15. Page 6, Evaluation Criteria, Item 6. Respondent will be given a score from 1-5, with 1 representing the lowest/ least advantageous score and 5 representing the highest/ most advantageous score. The comparative scoring to be used in measuring the relative merit of each proposal criterion shall be based on the following: A score of "5" indicates that the proposal excels on the specified criteria; a score of "3" indicates that the proposal fully meets the evaluation standard; a score of "1" indicates that the proposal does not meet the evaluation standard, is incomplete or unclear, or both.

QUESTION: Attachment C weighted Evaluation Scoring. Scores from 1 = poor, 10, excellent, 100 = Perfect. Which is correct?

RESPONSE: A 1 to 5 scoring system will be employed by the reviewers.

16. Page 10, Content Requirements, Item 8. Requirements for content of response: Submit one original and sixteen (16) bound hard copies of the response to this Request for Services and one electronic version in PDF format on CD.

QUESTIONS:

a) Are 16 copies necessary?

b) Is an electronic copy on USB and acceptable substitution to a CD?

RESPONSE: a) Yes, 16 copies are necessary

RESPONSE: b) Yes, in lieu of a CD a USB thumb drive shall be submitted.

17. Page 10, Requirements for content of response, Item 8.1. The cover letter shall be a maximum of 2 pages and include items a-g.

QUESTION: Are the 2 pages of the cover letter included within the 20 single-side pages noted in 8.2 Selection Criteria?

RESPONSE: No, the two-page cover letter is not included in the 20-page count (See previous response to question 6 above)

18. Page 11, Item 8.d. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this Request for Services to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment B), as well as the date of the MCCPO certification. (A copy of the MCCPO certification should be attached to the cover letter).

QUESTION: Do you mean "as identified in Item 5". Minimum Requirements? That is where MCCPO requirements are addressed.

RESPONSE: Correct; "Minimum Requirements" is Item 5.

19. Page 11, Selection Criteria, Item 8.2. (First sentence) The response shall address the Respondent's ability to meet the "Selection Criteria Section."

QUESTION: Please clarify that you do indeed mean "ability to meet the Section Criteria within 6". Evaluation Criteria, Items 1-8. (Pages 6 & 7)

RESPONSE: Correct, "Selection Criteria" refers to the Evaluation Criteria items 1 through 8. See Response to Question 2a. .

20. Please provide the MassDEP approved Pilot Study Report and 50% design documents for reference.

RESPONSE: The Sharon Well 2 Pilot Study Letter Report is attached to this Addendum. The MassDEP approval letter for the Pilot Study is attached to this Addendum. Excerpts from the preliminary design documents are attached to this Addendum.

21. On page 5 of the RFS, it is requested that the Project Director "shall be certified in the Massachusetts Certified Public Purchasing Officer Program...". Is it acceptable for the Project Manager on the team to be MCPPO certified, or does the Principal-in-Charge need to hold this certification?

RESPONSE: See response to Question 1, above

22. We understand that the town has requested, as part of the OPM Application Form, a detailed listing of all of the firm's current/ongoing work. A large, multi-disciplinary firm, we currently have over 4,000 active projects. QUESTION: Are we able to provide a smaller selection of ongoing projects to satisfy this requirement?

RESPONSE: Yes

23. QUESTION: Are the preliminary design documents or information, prepared by Environmental Partners, available for review?

RESPONSE: See response to Question 20, above.

24. QUESTION: Will an addendum be issued with the sign-in sheet (or list of attendees) and questions and answers, or information provided at the September 13th informational meeting?

RESPONSE:

- a. A copy of the sign-in sheet is attached to this addendum.
- b. Any discussion during the site walk-through shall be considered informal and non-binding. All official questions received in writing and their responses are included in this Addendum No. 2.

25. The RFS states on page 10 that interested firms should “Submit one original and sixteen (16) bound hard copies of the response to this Request for Services and one electronic version in PDF format on CD.”

QUESTION: Does the original version need to have a wet signature, or will a digital signature suffice?

RESPONSE: A digital signature will suffice

26. QUESTION: In relation to the above-mentioned sentence on page 10, can the PDF version of the proposal be submitted via a USB flash drive rather than a CD?

RESPONSE: Yes, see response to Question 16B above.

27. QUESTION: During the walk-through, renderings of the new building were shown. Could those renderings be provided?

RESPONSE: See response to Question 20, above.