

May 22, 2017  
BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA

Addendum No. 2/RFP Y17-904-CH

**CONTINUING PROFESSIONAL GEOTECHNICAL AND MATERIALS TESTING  
SERVICES**

**REVISED Proposal Opening Date: June 1, 2017**

This addendum is hereby incorporated into the proposal documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by strikethrough (~~strikethrough~~).

1. The Proposal Opening Date has changed as follows:

Delete: ~~May 23, 2017 at 2:00 P.M.~~

Replace with: **June 1, 2017 at 2:00 P.M.**

2. Please Note the **REVISION** to the Similar Project Elements, Paragraph 26 as follows:

Delete: ~~Similar Project Elements, Paragraph 26 that was issued in the Request for Proposals.~~

Replace with: **Similar Project Elements, Paragraph 26 issued in Addendum #2 and is attached.**

3. Please Note the **REVISION** to Form D as follows:

Delete: ~~Form D, Similar Projects – Project Manager issued in the Request for Proposals.~~

Replace with: **Revised Form D, Similar Projects – Project Manager issued in Addendum #2 and is attached.**

4. Please Note the **REVISION** to Form D-1, D-2, and D-3 as follows:

Delete: ~~Forms D-1, D-2, and D-3 Proposed Project Manager issued in the Request for Proposals.~~

Replace with: **Revised Forms D-1, D-2, and D-3, Proposed Project Manager issued in Addendum #2 and is attached.**

5. Please Note the REVISION to Form E as follows:

Delete: ~~Form E, Similar Projects – Project Engineer issued in the Request for Proposals.~~

Replace with: **Revised Form E, Similar Projects – Project Engineer issued in Addendum #2 and is attached.**

6. Please Note the REVISION to Forms E-1, E-2, and E-3 as follows:

Delete: ~~Forms E-1, E-2, and E-3 Proposed Project Engineer issued in the Request for Proposals.~~

Replace with: **Revised Forms E-1, E-2, and E-3, Proposed Project Engineer issued in Addendum #2 and is attached.**

7. Please Note the REVISION to Form I – Conflict / Non-Conflict of Interest Statement as follows:

Delete: ~~Form I – Conflict / Non-Conflict of Interest Statement issued in the Request for Proposals.~~

Replace with: **Revised Form I - Conflict / Non-Conflict of Interest Statement issued in Addendum #2 and is attached.**

8. The following are responses to questions received from potential Proposers:

A. **QUESTION:** Are we allowed to use an Orange County project as a similar project and an Orange County Employee as a reference?

**RESPONSE:** Yes. The proposer is allowed to use an Orange County project as a similar project, as long as it meets the Similar Project Criteria set forth for this Request for Proposals (RFP.) Similarly, a proposer can use an Orange County employee as a reference.

B. **QUESTION:** If we work directly for a contractor on a federal, state, or local project, can we use the project as a similar project as long as our reference is the owner or owner's rep.?

**RESPONSE:** No. For a project to be accepted as a Similar Project, the Consultants or Contractors who provided the services must have been hired by the owner or owner's representative for the referenced project or contract.

C. **QUESTION:** Please clarify the following statement as it related to “issued” – Geotechnical and materials testing for a roadway widening or intersection improvement construction project .....0.5 centerline miles issued by a federal, state, or local governmental agency. For example – Would a subdivision road be considered an issued roadway?

**RESPONSE: No. For the purposes of this RFP, only arterial and collector roads shall be deemed acceptable to meet the Similar Project criteria. Subdivision roads will not be accepted.**

D. **QUESTION:** Can we use a project if we have completed our task/scope but the overall project is not yet complete?

**RESPONSE: No. For a project to be accepted as a Similar Project, the overall project must be completed.**

9. All other items, conditions and specifications remain the same.

10. The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

**Receipt acknowledged by:**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name of Firm**

## 26. **SIMILAR PROJECTS**

"Similar Projects" for the purposes of this Request for Proposals has been defined as:

A roadway widening or intersection improvement project successfully completed for geotechnical engineering and construction materials testing services within the past ~~40~~ **15** years immediately preceding the submittal date for this Request for Proposals and shall contain the following elements:

### **Project Elements**

1. Geotechnical and materials testing for a roadway widening or intersection improvement construction project of a multi-lane (4 or more lanes) roadway having a minimum length of 0.5 centerline miles issued by a federal, state, or local governmental agency.
2. Base (soil cement or limerock) testing
3. Asphalt testing
4. Soil testing
5. Concrete quality control testing
6. Drilled shaft installation
7. Monitoring pile driving assessment
8. Well installation, monitoring and capping
9. Groundwater contamination, sampling and testing
10. Ground/surface water samples
11. Daily inspection reports
12. Project meeting documentation

### **Special Criteria**

The Special Criteria applies to projects submitted for both the proposed Project Manager and the proposed Project Engineer.

Projects will receive zero points if not satisfactorily completed, or not similar to the proposed project.

The proposed Project Manager and the proposed Project Engineer must be two (2) different individuals. Both the proposed Project Manager and the proposed Project Engineer must be currently employed by the Prime Consultant.

### **Similar Project Scoring**

- The consultant shall submit no more than three (3) similar projects for the proposed Project Manager and no more than three (3) similar projects for the proposed Project Engineer.

- To be considered for one half (1/2) point, each similar project submitted must contain the mandatory elements one (1), two (2), three (3), four (4), and five (5) described above.
- To be considered for one (1) full point, each similar project submitted must contain the five mandatory elements one (1), two (2), three (3), four (4), and five (5) described above, plus three (3) additional elements from the remaining elements.
- At least one (1) similar project submitted shall contain element six (6). If none of the similar projects submitted contains element six (6), there will be a deduction of one (1) point from the total score.
- At least one (1) similar project submitted shall contain element seven (7). If none of the similar projects submitted contains element seven (7), there will be a deduction of one (1) point from the total score.
- Projects that do not contain the five mandatory elements one (1), two (2), three (3), four (4), and five (5) described above will receive zero (0) points.

### **Requirements for the Proposer**

#### **Project Manager:**

To be credited as similar projects for the proposed Project Manager, the individual must have served as either the Project Manager or Project Engineer on one (1) of the similar projects listed, and as the Project Manager for the remaining two (2) similar projects, for a substantial majority of the project activities and duration. ~~The Project Manager shall have a minimum of four (4) years of engineering experience in the geotechnical and materials testing of a roadway construction project.~~

#### **Project Engineer:**

To be credited as similar projects for the proposed Project Engineer, the individual must have served as either the Project Manager or Project Engineer on one (1) of the similar projects listed, and as the Project Engineer for the remaining two (2) similar projects, for a substantial majority of the project activities and duration. ~~The Project Engineer shall have a minimum of two (2) years of engineering experience in the geotechnical and materials testing of a roadway construction project.~~

### **Definitions**

**Substantial majority** - Defined as 70% of the work for the project activities.

**Project Manager** - Defined as the individual who managed the administrative elements of the project, was the primary point of contact for the client, and directed the production of the work products. The Project Manager must be a Registered Professional Engineer in the State of Florida.

**Project Engineer** - Defined as the individual who assisted the Project Manager as the lead technical supervisor of project design activities as described in the

similar project criteria. This position also serves as the point of contact for the client in the Project Manager's absence. The Project Engineer must be a Registered Professional Engineer in the State of Florida.

Under this similar project description, the project may have been performed under a specific contract. Also, a specific project performed under a continuing/ongoing contract may be submitted. However, the basic continuing/ongoing contract is not acceptable as a similar project.

**The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are identified and the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.**

**Failure to identify the specific performance requirements and/or dimensions of the project to ensure it meets the similar project description shall negatively impact that project's score.**

*Note: Determination of a project as similar shall be at the sole discretion of the County.*

27. **EXPERIENCE OF THE PROJECT TEAM**

It is the responsibility of the Proposer to verify sub consultants and/or other team member's satisfactory performance on previous Orange County projects.

28. **VOLUME OF WORK**

The county shall evaluate information in its "Volume of Work" database to determine the Proposers' scores for the Volume of Work criteria. This information is available on-line at:

<http://www.orangecountyfl.net/VendorServices/VolumeofWorkReport.aspx>

**This database includes only the award amounts specifically attributable to the consultant, either as a prime or as a sub-consultant or as a member of a joint venture under previously awarded contracts, contract amendments, purchase orders, task authorizations, and change orders to those purchase orders and task authorizations. In the case of mergers between two or more firms or a parent subsidiary relationship the combined fee for all companies involved will be considered. Fees will be counted towards the Volume of Work at the time of award (not invoices paid). Total fees under negotiation are based on the budget amount for professional services. The end date for volume of work calculations is the date set for receipt of proposal.**

## SIMILAR PROJECTS

### PROJECT MANAGER

USING PAGES D1 – D3 only - List up to THREE (3) SIMILAR PROJECTS, (one project per page), for which the services have been SUCCESSFULLY COMPLETED WITHIN THE PAST ~~TEN (10)~~ FIFTEEN (15) YEARS, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed Project Manager has performed as either the Project Manager or Project Engineer on one (1) of the similar projects listed, and as the Project Manager for the remaining two (2) similar projects, for a substantial majority of the project activities and duration IN THE SAME CAPACITY with your firm, or other firms. ~~The Project Manager shall have a minimum of four (4) years of engineering experience in the geotechnical and materials testing of a roadway construction project.~~

LIST THE ONE PROJECT MANAGER ONLY AS INDICATED ON FORM B. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are *identified* and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP.

Proposed Project Manager: Name: \_\_\_\_\_

1. Project Name:  
Owner:  
Reference Name, Address Phone Number, Fax Number, Email Address:

Consulting Fee:  
Consulting Completion Date:  
**(month/year)**  
Firm:  
Summary of Work:



Proposed Project Manager: Name: \_\_\_\_\_

3. Project Name:

Owner:

Reference Name, Address, Phone Number, Fax Number, Email Address:

Consulting Fee:

Consulting Completion Date:

**(month/year)**

Firm:

Summary of Work:

## SIMILAR PROJECTS

### PROJECT ENGINEER

USING PAGES E1 – E3 only - List up to THREE (3) SIMILAR PROJECTS, (one project per page), for which services have been SUCCESSFULLY COMPLETED WITHIN THE PAST TEN (10) FIFTEEN 15 YEARS, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed project engineer has performed IN THE SAME CAPACITY with your firm, or other firms.

LIST THE ONE PROJECT ENGINEER ONLY AS INDICATED ON FORM B. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are *identified* and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP.

Proposed Project Engineer: \_\_\_\_\_

1. Project Name:  
Owner:  
Reference Name, Address, Phone Number, Fax Number, Email Address:

Consulting Fee:  
Consulting Completion Date:  
**(month/year)**

Firm:  
Summary of Work:

Proposed Project Engineer: \_\_\_\_\_

2. Project Name:  
Owner:  
Reference Name, Address, Phone Number, Fax Number, Email Address:

Consulting Fee:  
Consulting Completion Date:  
**(month/year)**

Firm:  
Summary of Work:

Proposed Project Engineer: \_\_\_\_\_

3. Project Name:  
Owner:  
Reference Name, Address, Phone Number, Fax Number, Email Address:

Consulting Fee:  
Consulting Completion Date:  
(month/year)

Firm:  
Summary of Work: