



BUREAU OF ENGINEERING & CONSTRUCTION
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION
111 WEST CHESAPEAKE AVENUE, ROOM 205
TOWSON MD 21204

REQUEST for Expression of Interest

Project No. 2024-01 On-Call Stormwater Design Services

**Due Date: September 30, 2024
Time: 2:00 PM E.S.T.**

ADDENDUM NO. 2 09/13/2024

**Lisa Eicholtz, Acting Deputy Director
Department of Public Works & Transportation
410-887-3730
leicholtz@baltimorecountymd.gov**

**PLEASE SIGN BELOW ACKNOWLEDGING RECEIPT OF THIS ADDENDUM AND RETURN WITH
YOUR REQUEST FOR Expression of Interest PACKAGE**

Company Name

Signature

REQUEST for Expression of Interest

Project No. 2024-01 On-Call Stormwater Design Services

Questions and Answers for 2024-01 On Call Stormwater Design Services

From Pennoni:

1. Can we include a cover, TOC, and dividers?
 - a. Answer: Electronic submissions should be provided; hard copy requirements have been removed. You can format your package whatever way you want.
2. Is a cover letter allowed?
 - a. Answer: Not needed but you can include if desired
3. Must the SF 255 projects be complete, or can a project be ongoing? Many projects are active/long-term, and we have some that have been ongoing for more than 10 years.
 - a. Answer: We're asking for 5 projects originated and COMPLETED in the past 10 years.
4. Can we supply more than five SF255 projects or is five the maximum allowed?
 - a. Answer: Five is the maximum number
5. Must the SF255 projects be performed by the Prime, or can we include subconsultant projects?
 - a. Answer: Example projects submitted for review must have been completed by the Prime Consultant for this On-Call Stormwater Design Services Contract, regardless whether they performed the prime or sub-consultant role, under the respective example projects/s.

From Century:

1. Page 3, Selection Criteria, 1) Individual Qualifications.
 - a. Please confirm that this is SF 255, Section 7 - Resumes, and describe if this section should include additional narrative (pages) to present some of the requested information, (e.g., technical and managerial county permitting processes, numbers of positions, etc.).
 - i. Answer: You may include additional narrative pages; however the information should be pertinent to the RFP.
 - b. Please describe if subconsultant resumes should be included
 - i. Answer: Yes they should be included in the SF 255 format.
 - c. Please describe if there is any page limit for this section
 - i. Answer: No, there isn't; however, once again, we emphasize that the resumes should be for key personnel, providing information relevant to this RFP.
 - d. Please consider at least two pages for each resume.
 - i. Answer: Two pages are acceptable; once again, the individual qualifications section should contain information pertinent to this RFP in.
2. Page 3, Selection Criteria, 2) Examples of projects.
 - a. Please confirm that this is SF 255, Section 8 - Projects, and describe if this section should include additional narrative (pages) to present some of the requested information, (e.g., number and types of projects firm has completed, firm's ability to undertake the project, level of experience in the areas of supervision, quality control, monitoring projects, realize timetables, quality control, manage subconsultants and meet MBE goals).
 - i. Answer: Yes, this is the SF 255, Section 8. One additional page can be provided per project.
 - b. Please describe if the five projects must be individual projects or if an open-end contract is considered one project.

- i. Answer: Projects must be individual projects. Each completed task under an on call is considered an individual project.
 - c. Please describe if there is any page limit for this section - if additional narrative pages are allowed in addition to the five one-page projects. Please consider at least two pages for each project.
 - i. Answer: See above
- 3. Page 4, Selection Criteria, 2) Examples of projects.
 - a. The RFP says "Of the 5 projects submitted, 2 shall be drainage asset management and planning project examples". Please clarify if two of the example projects need to each include projects that provided both services or if one can be a drainage asset management project and one can be a planning project or is the County asking for 2 drainage asset management projects and 2 planning projects?
 - i. Answer: "Planning", here, should be understood in the context of planning for the management of drainage assets. Please submit 2 total projects for asset management and/or planning.
 - b. Page 4, Selection Criteria, 3) Project Approach. Please describe what SF 255 section this information should be presented in.
 - i. Answer: Section 10
 - c. Please describe if there is any page limit for this section.
 - i. Answer: No but information should be focused and pertinent to this RFP.
 - d. Page 4, Selection Criteria, 4) References for the Prime Consultant. The Reference Submission Forms are sent directly to the County from the References. Please clarify when the response from the References must be received by the County. Since bidders can not control when the References respond, how will the County judge the bidder if any of the Reference do not submit the Reference Submission form by the date required? Is it acceptable to have the References copy the bidder when sending to the County so that the bidders know when the Reference has sent in the Reference Submission Form?
 - i. Answer: Yes, they can copy the applicant. They can also reach out to see who has submitted references. References will be due no more than 2 weeks after the due date. References will be due October 14, 2024.
- 4. Page 5, Scoring Rubric.
 - a. Please describe what should be provided in SF 255, Section 10
 - i. Answer: See Above
 - b. Do we need to include SF 254s for the Prime and Subs? Or do not include any SF 254s?
 - i. Answer: No do not include any SF 254's
 - c. Will you confirm receipt and advise when the answers will be posted as an addendum?
 - i. Answer: An addendum has been provided.

From RKK:

1. **Regarding the Project Example requirements, Selection Criteria, Number 2:** Some of our projects that fit the criteria requirements, due to the type of project (planning projects, for example), do not have a design and construction completion.
 - a. If we are working on a project that fits the criteria but is ongoing, may we include it, and would the County consider it as meeting the maximum consideration?
 - i. Answer: No. See Above
 - b. If a design is completed and the project is going to construction, would that also be considered meeting the requirements?
 - i. Answer: Both should be complete per the RFP.
 - c. If a project demonstrates the ability to complete the scope assignments as outlined on page 2, but does not meet the selection criteria, could it be included, and would the County allow for maximum consideration?
 - i. Answer: The selection criteria are being used to score projects.
2. **Regarding the Project Example requirements, Selection Criteria, Number 2:** Please clarify and expand upon the following criteria: "Firms should also demonstrate successful completion of complex site development projects." What does the County consider a "complex site development project" that meets the criteria of the RFP?

- a. Answer: Refer to explicit criteria presented for “maximum consideration”, in the last paragraph of #2. They are a good example of what a “complex site development project” should be.
3. **Regarding the References, Selection Criteria, Number 4:** Are we allowed to have a reference at Baltimore County DPW?
 - a. Answer: No, it must be from agencies other than DPWT.
4. For us to send out reference requests, and for our clients to send it back to you, we will need clarification on the project example criteria as soon as possible. Will the County be extending the deadline, if it needs more time to provide all the responses?
 - a. Answer: No but we are allowing up to two weeks after the deadline for references to be submitted.
5. **Selection Criteria #2 states:** “Key personnel must have at least five years’ experience in appropriate disciplines and must demonstrate those capabilities. The firm must provide technical and managerial qualifications and experience for all key personnel. The firm must have knowledge of the County’s permitting processes. A brief explanation describing the project responsibility of each team member must be provided
 - a. Who is the County referring to where it says, “the firms must report the numbers of...”? Is this information/data that only the Prime needs to show, or Prime and each subconsultant on the team?
 - i. Answer: Provide the information; however separate by firm
 - b. What does the County consider proof of “staffing longevity and retention of employees”? Is this data that each Prime will need to obtain from HR for example? (And do each of our subs need to provide this as well?) Or would the Key Staff resumes be enough to meet this part of the criteria (there is a line where it shows how many years this person has worked with their current firm)?
 - i. Answer: Resumes should include this information.

From WSP

1. Are there any limits regarding resumes or guidance including font or size?
 - a. Answer: No

Additional questions for the 2024-01 Expression of Interest must be received by 09/19/2024 at 2:00 PM EST.

Questions should be sent to: hpanowicz@baltimorecountymd.gov