

# **Request for Proposals - Lacustrine Refuge in the Cuyahoga AOC Wetland and Stream Restoration Project**

## **Addendum #2**

To: All attendees of the Pre-Proposal On-Site Meeting, Monday, November 8, 2010 at Wildwood State Park  
From: Claire Posius, Project Manager  
Cuyahoga Soil and Water Conservation District  
6100 West Canal Road, Valley View, Ohio 44125  
www.cuyahogawcd.org  
216-524-6580 x16  
Date: Tuesday, November 23, 2010  
Re: Addendum #2

*This addendum modifies the original Request for Proposals issued on October 30, 2010.*

### **Request for Proposals Addendum #2 – Section 1**

*Below are questions that the Cuyahoga Soil and Water Conservation District received about the RFP and Addendum #1. The responses provided are to be considered a part of the Request for Proposals.*

- 1) Does the thirty page limit for the proposal include a Cover Letter?
  - No, the page limit does not include a Cover Letter.
- 2) Is Non-Collusion required for prime and subcontractors?
  - The Non-Collusion Affidavit must be executed by the Prime. The Prime must collect letters from their Design/Build Team subcontractors affirming their Non-Collusion for the Prime's records.
- 3) There was a question about the MBE/WBE definition of the 'Services' goal and if it includes professional services?
  - Per the Environmental Protection Agency 40 CFR Part 33.10: "Services means a contractor's labor, time or efforts provided in a manner consistent with normal business practices which do not involve the delivery of a specific end item, other than documents (e.g., reports, design drawings, specifications)."
- 4) Does CSWCD intend for the consultant to deliver a project that provides the most bang for buck by using the full \$1,170,000 budget?
  - SWCD must award contracts to the lowest *and best* bidder (per ORC Section 307.90) and will rank each proposal using the evaluation factors detailed on page 6-9 of the RFP.
- 5) In looking through documentation on the US EPA GLRI website, we have come across information indicating requirement for a Bid Bond in the amount of 5%. The addendum states requirement of Bid Bond in amount of 100%. Please confirm that CSWCD simply chose to require bid guarantee for the full project amount.
  - SWCD, a political subdivision of the state, must require a bid guarantee per ORC 153.54 as part of our Contract Requirements, as was detailed in Addendum #1-Section 1, Question 2.

- 6) Will the Performance Bond need to be posted at the time of award?
  - Yes, the performance bond is due upon award of the contract.
- 7) The addendum lists percentages for MBE/WBE as “required” per the US EPA. Please confirm if these are goal objectives or absolute requirements. Further, is it correct to interpret that the program objective for this project will be a combined 8.5% of contract value (i.e., MBE 2.3% and WBE 6.2%)? Also, it is not clear how to apply the percentages listed for supplies, services and equipment. For simplicity, can you provide an example application of the program based on a \$100,000 value?
  - The Ohio Environmental Protection Agency negotiated the percentages listed in Addendum 1 following MBE/WBE fair share objectives/goals with the US EPA, and these are the objectives/goals specified in the project Grant Agreement. While these are stated as “goals” and not “requirements”, it is strongly encouraged that Design/Build Teams make every effort to meet the negotiated percentages. That being said, there is a clause in the Grant Agreement that allows the SWCD to negotiate the MBE/WBE fair share objectives/goals based on an availability analysis, or disparity study of the qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.
  - We were not able to get confirmation on the combined percentages question or the example application question from the Region 5 MBE/WBE Coordinator. However, after reviewing the reporting form 5700-52a, SWCD must report both the MBE and the WBE percentages accomplished under each procurement category (Construction, Equipment, Services and Supplied), not a combined procurement value. Which would lead us to assume the following:
    - Example: For a \$100,000 project with the following cost breakdown would apply for MBE/WBE:
      - Construction at \$70,000:
        - MBE portion (2.3%): \$1,610
        - WBE portion (6.2%): \$4,340
      - Supplies at \$10,000:
        - MBE portion (2.5%): \$250
        - WBE portion (11.0%): \$1,100
      - Services at \$10,000:
        - MBE portion (2.5%): \$250
        - WBE portion (11.0%): \$1,100
      - Equipment at \$10,000:
        - MBE portion (2.5%): \$250
        - WBE portion (11.0%): \$1,100
- 8) From the addendum, it is understood that the total restoration area is 5-acres, including the island, oxbow channel and riparian area shown on your map attachment. However, page 10 of the RFP indicates a goal to restore 5-acres of wetlands. If the project area is 5-acres, have you re-assessed the wetland acreage goal?
  - Please refer to Addendum #1, Section 2, change #3.
- 9) Regarding *Subtask D-3-Plans* under item “a.” (p. 15 of the RFP) – does the Design/Build Team’s Project Manager have to be a professional engineer?
  - No, the professional engineer can be someone from the project Design/Build Team.

- 10) The RFP limits the resumes to 3. In most cases this would be the PM, Wetlands scientist and biologist. Then in D-2 the RFP calls for a detailed resume (p. 15 of the RFP). Is this a 4<sup>th</sup> resume? Is detailed meaning more than a single page?
  - Please submit four resumes total; the top three (3) key employees assigned on the Design/Build Team and the resume of one (1) geotechnical professional (limit of 1 page each).
- 11) The RFP requires the certificate of professional liability insurance which could be 3-5 pages of documentation. Is this to be included in the 30 page limit?
  - Due to the additional geotechnical professional resume requirement (1 page limit) (Subtasks D-2 on page 15 of the RFP), and the certificate of professional liability insurance requirement (item #6 on page 5 of the RFP), the proposal page limit will be increased from 30 pages to 35 pages.

## **Request for Proposals Addendum #2 – Section 2**

*The following are changes to be made to the Request for Proposals (RFP) – Lacustrine Refuge in the Cuyahoga AOC Project issued by the Cuyahoga Soil & Water Conservation District on October 30, 2010.*

- 1) **Delete:** from the clause from item “i.” line 3, page 18 of the RFP  
 “including impact on school facility construction staging and stockpile areas”
- 2) **Add** sentence to item “2. *Qualifications*” after first sentence, page 4 of the RFP  
 “A fourth resume shall be submitted for a geotechnical professional (as detailed in *Subtask D-2*, page 15).”
- 3) **Add** the following bolded clause to 2<sup>nd</sup> sentence in item “A1”, page 6 of the RFP  
 “Provide a history of the submitting organization, including the number of employees (identify professional staff and support staff), resumes or curriculum vitae of the top three (3) staff **and the resume of one (1) geotechnical professional** to be assigned to this project, available facilities and office equipment.”
- 4) **Delete:** from 2<sup>nd</sup> and 3<sup>rd</sup> sentences on page 8 of the RFP  
 “Thirty (30) typed pages” and “Thirty page limit will include...”  
**Add:** to the same sentences  
 “Thirty five (35) typed pages” and “Thirty five page limit will include...”
- 5) **Delete:** from item “5. *Copies of Proposal*” the 2<sup>nd</sup> sentence on page 22 of the RFP  
 “Each proposal is limited to 30 pages, single sided.”  
**Add:** to item “5. *Copies of Proposal*” a 2<sup>nd</sup> sentence on page 22 of the RFP  
 “Each proposal is limited to 35 pages, single sided.”

6) **Delete:** from item “j.” on p. 18, last word in paragraph  
“proposal”

**Add:** to item “j. ” on p. 18, last word in paragraph  
“plan”