



Commonwealth of Pennsylvania

Date: **January 25, 2019**
Subject: **RFP DEP/GTAC-7 Q&A and Part V-2 Edit**
Solicitation Number: **DEP - RFP000752**
Opening Date/Time: **12/21/2019**
Addendum Number: **3**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

I am enclosing the following information, which shall be considered an addendum to and part of the GTAC-7 RFP.

1. Written Questions and Answers received during the Pre-proposal Conference held on January 4, 2019 and through the JAGGAER system.
2. GTAC-7 RFP Part V-2, insert the following statement immediately prior to Paragraph A: "To receive utilization credit for SDB or SB subcontracting commitments, the SDB or SB subcontractor must be listed in the DGS/BDISBO directory of self-certified SBs and/or verified SDBs as of the date the work to be completed by the SDB or SB subcontractor commenced."

For electronic solicitation responses via the SRM portal:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- To attach the Addendum, download the Addendum and save to your computer. Move to 'My Notes', use the "Browse" button to find the document you just saved and press "Add" to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

For solicitations where a "hard copy" (vs. electronic) response is requested:

- Attach this Addendum to your solicitation response. Failure to do so may result in disqualification.
- If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the following address:

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Very truly yours,

Form Revised 02/26/08



Commonwealth of Pennsylvania

Name: Richard A. DeVore
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Compendium of Questions for GTAC-7 RFP

Questions Asked at January 4th, 2019 GTAC-7 Pre-Proposal Conference:

1. Is there a way to print the entire RFP package as a PDF or Excel document?
We were able to do this on a previous submission.

Answer: The individual Parts of the RFP are in multiple sections of the new JAGGAER system and require download and printing separately. A single all-encompassing RFP document in PDF or MS Excel format is not provided.

2. Is there a file size limitation for uploading documents?

Answer: 256 MB

3. How many contractors will be selected?

Answer: DEP intends to award multiple contracts. The specific number will be determined at a later date.

4. Is there Attachment B and C? Only provided A + D.

Answer: Refer to RFP Appendix A, Section 9 which describes Contract Attachments A, B, C, and D. Attachment B is the GTAC-7 RFP. Attachment C is the Contractor's Proposal.

5. Appendix B was not referenced in the RFP. Does it exist & if so what does it consist of?

Answer: Appendix B does not exist in the GTAC-7 RFP. Appendix B was the Proposal Cover Sheet in previous procurements but is no longer used in the new JAGGAER application.

6. Would the Department consider extending the deadline for questions since the JAGGAER system is new to all?

Answer: The Issuing Office is not extending the deadline for questions.

7. Costs are required in Excel format, is the PADEP going to provide blank Excel files to us?

Answer: Appendices F, G, H and I have been uploaded to JAGGAER in MS Word format. MS Excel format is not provided.

8. What electronic formats can be used for uploading files to Jaggaer?

Answer: .tif, .tiff, .gif, .jpeg, .jpg, .png, .bmp, .pdf, .xls, .xlsx, .ppt, .pptx, .doc, .docx, .rtf, .txt.

9. Will the sign-in sheet be made available?

Answer: Yes, it will be provided as an Addendum to the RFP, published through the JAGGAER system and posted on eMarketplace.

10. Is 24-hour emergency response required with this contract?

Answer: A 24-hour emergency response capability is not specifically required in the RFP. However, the on-call nature of the GTAC-7 contract and unpredictability of some project specific work may facilitate the need for expedited response actions.

11. How many GTAC7 contractors does PADEP anticipate awarding?

Answer: See the answer to question #3.

12. Can the electronic submission be uploaded as a PDF file rather than a Microsoft Office format file? This will ensure that formatting stays intact and signatures are locked.

Answer: Yes. See the answer to question #8.

13. Will the Jaggaer system notify you if all the documents for the RFP was not uploaded when submission was final?

Answer: If the Bid attachments requirements aren't met, the supplier will receive an error message indicating the need to complete requirements.

14. Will Jaggaer provide some kind of receipt the bid was successfully uploaded?

Answer: The supplier will get the notification per their set up preferences established during their Jaggaer registration. If assistance is necessary to complete these preferences, please contact the customer support with Jaggaer.

Questions asked electronically through the Jaggaer system:

15. Part I – RFP Summary -I-15. Alternate Proposals.

Can PADEP clarify the intent of this section? Is the Department simply indicating that Proposal Submittals must adhere to the overall content and structure requirements of the RFP, and alternate proposal structures will not be accepted?

Asked 1/9/2019 at 11:33 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: Refer to RFP Section I-13 for details on proposal submission and format requirements. The intent of RFP Section I-15 is to notify Offerors that alternate proposals will not be accepted.

16. Part III - Technical Submittal - Section III.7.A.

Are we required to submit a copy of our Emergency/Pandemic Preparedness Plan, or is a summary sufficient?

Asked 1/9/2019 at 11:34 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: Refer to RFP Section III-7(A)(2) which requires either the submission of Offeror's plan or a summary which includes the aspects identified in that section.

17. Part III Technical -8.H. Construction Oversight.

Please clarify the following language: "...performing independent physical testing of materials and environmental testing of various media..." Is this task language describing the testing of asbestos, lead paint, and other hazardous building materials? Or is this language related to testing of construction materials such as compacted fill material of concrete that may be utilized during a remedial action?

Asked 1/9/2019 at 11:36 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: Independent physical testing (self-performed and/or via third party vendors) may be required for any or all construction/building materials or environmental media as needed pursuant to the scope any project.

18. Part III Tehnical - III.5. Personnel

The RFP indicates that the bidder should “Identify by name any subcontractors you intend to use and the services they will perform.” However, during the pre-proposal conference on 1/4/2019, PADEP indicated that a list of subs did not need to be provided in the bid, only completion of the Appendix M Form (SDB/SB Form). Please clarify. If SDB/SB subcontractor names must be provided, should they be included in the Part V-SDB/SB Submittal?

Asked 1/9/2019 at 11:37 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: RFP Part III-5 Personnel requires Offerors to identify the name of any subcontractor it intends to use that will provide key personnel resources (e.g. via contract-wide team subcontract), if applicable, in the Offeror’s Technical Submittal. RFP Part IV-5 requires Offeror to provide specific cost and pricing information for proposed contract-wide subcontractors, if applicable, in the Cost Submittal. RFP Part V and Appendix M are specific to the SDB/SB Submittal which does not require identification of specific subcontractors.

19. Part IV – Cost - IV.A.2. Labor Cost Multiplier.

The RFP indicates that multiple labor cost multipliers can be specified “for separate pools of employees.” Does this mean that the bidder can specify different multipliers for each of the staff levels (P4, T2, etc.)?

Asked 1/9/2019 at 11:39 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: Yes.

20. Part IV -Cost - IV.A.2. Labor Cost Multiplier.

The RFP provides a long list of items (a-z) and indicates that the cost for these items must be “included in the Offeror’s labor cost multiplier, regardless of whether the Offeror normally charges these items on a direct cost basis.” Does this mean that costs for these items cannot be directly billed under any circumstance, except as noted? For example, does Item C indicate that the bidder cannot charge labor costs for a Project Controls Specialist and/or PM to review draft invoices prepared by accounting personnel? As another example, does Item K indicate that the bidder cannot charge for copying/distributing reports unless the project has “unusual or extraordinary” reporting requirements? As another example, does Item O indicate that Senior Manager labor costs (e.g. the P-4 Program Manager on the Contract) for QA review of reports cannot be charged?

Asked 1/9/2019 at 11:40 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: As specified in RFP Part IV(A)(2), all items identified in (a) through (z) are to be included in the Labor Cost Multiplier (LCM) and are not directly

billable. Offerors should identify components of their LCMs in sufficient detail for the Issuing Office to evaluate and audit. Offerors may submit Objections and Additions to the Standard Contract Terms and Conditions per RFP Part III.10.

21. Appendix F – Personnel Rate List

The P-4 level definition indicates a minimum of 15 years of management experience are required. This appears to contradict the experience levels listed for a PhD (12 years) and MS (14 years).

Asked 1/9/2019 at 11:41 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: The P-4 definition requiring 15 years of management experience is defined for Bachelor's-level education. Higher education levels have lower experience requirements as noted.

22. Appendix F -Personnel Rate List

The P-3 level definition indicates a minimum of 10 years of experience are required. This appears to contradict the experience levels listed for a PhD (5 years) and MS (8 years).

Asked 1/9/2019 at 11:43 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: The P-3 definition requiring 10 years of management experience is defined for Bachelor's-level education. Higher education levels have lower experience requirements as noted.

23. Appendix F - Personnel Rate List

For the P-3 level, does a PE or PG license in Pennsylvania negate the need for specific years of experience? For example, can a BS Scientist with 6 years of experience and a PG be classified as a P-3?

Asked 1/9/2019 at 11:43 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: A Pennsylvania PE or PG license does not negate or offset experience requirements.

24. Appendix F - Personnel Rate List

The P-2 level definition indicates a minimum of 5 years of experience are required. This appears to contradict the experience level listed for MS staff who can have as little as 4 years of experience.

Asked 1/9/2019 at 11:44 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: The P-2 definition requiring 5 years of management experience is defined for Bachelor's-level education. Higher education levels have lower experience requirements as noted.

25. Appendix F - Personnel Rate List

For the P-2 level, the bullet list indicates a BS degree with a minimum of 5-10 years' experience OR "in training for professional certification in the field of expertise." How many years of experience does this training replace?

Asked 1/9/2019 at 11:49 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: To qualify at the P-2 level, an individual requires a BS degree with a minimum of 5-10 years' of field experience, whether hands-on independent field experience or in-training field experience toward professional certification.

26. Appendix F - Personnel Rate List

How should a non-degreed individual with 10-15-20 years of relevant experience be classified? For example, how would a "Senior Construction Manager" with 25 years of experience overseeing remedial actions be classified? Another example might involve a 15-year GIS Professional with no college degree or an associate degree – would this individual be classified as a T-2?

Asked 1/9/2019 at 11:50 AM by Ranjita Meyerhoefer
Kleinfelder

Answer: Positions without the educational requirements are technician positions. The examples submitted in this question would be T-2.

27. Part IV Cost -IV.A.7. Subcontracts.

The RFP indicates that the bidder should provide "specific cost and pricing information for the specific subcontractors you have identified." This section also asks the bidder to "Submit information regarding the means for measuring, verifying, and invoicing such costs and prices."

- a. Please clarify the difference between subcontractor cost and pricing that PADEP is seeking.
- b. In addition, is PADEP asking the bidder to submit prices for various subcontractor services for named subs, such as the price to excavate a 4-foot square test pit or install a 50-foot open-hole bedrock well?
- c. If subcontractor-specific pricing is required in the Cost Submittal, does PADEP have a list of specific services to be priced?
- d. Can pricing be provided on a unit cost basis (for example, per foot of soil boring or per foot of 4-inch PVC monitoring well)?

Asked 1/9/2019 at 2:51 PM by Ranjita Meyerhoefer
Kleinfelder

Answer: Offerors need to provide pricing in the Cost Submittal for subcontractors that are being proposed for use on a contract-wide basis and will be primary team members. Offerors are not required to submit pricing in the Cost Submittal for services that will be procured on a site-specific basis.

28. Electronic Submission Format

The RFP indicated that the electronic submission needs to be in a Microsoft office compatible format and any spreadsheets in excel. I would just like to confirm if pdf file is at all permissible.

Asked 1/9/2019 at 2:53 PM by Ranjita Meyerhoefer
Kleinfelder

Answer: Pdf is permissible.

29. Appendix F - Personnel Rate List

How should senior level technical staff who support projects and programs but do not manage projects/programs/staff be classified under the contract? For example, a 15-year MS Professional and GIS Expert or a 30-year PhD Toxicologist/Risk Assessment Expert appear to be "P-4" level staff, but they do not meet the experience requirement of 15 years managing other professionals, or office/budget issues. Can these types of "Technical Support Staff" still be classified as P-3 or P-4 staff under the PADEP Contract?

Asked 1/9/2019 at 3:55 PM by Ranjita Meyerhoefer
Kleinfelder

Answer: Yes, these types of described technical support staff can be classified as P-3 and P-4 staff.

30. RFP-DEP/GTAC-7

Referencing I-13 Proposal Requirements, is .pdf format considered 'Microsoft Office compatible' for the non-Microsoft Office Excel files? Using .pdf files will ensure the document content stays intact and signatures are locked.

Asked 1/10/2019 at 4:07 PM by Sheri Swope
MICHAEL BAKER INTERNATIONAL INC

Answer: Yes

31. RFP-DEP/GTAC-7

Can you please confirm that questions and corresponding responses posted to the JAGGAER sourcing event should be viewable for all users prior to the target response date of 1/18/19? When logged into the event, we can only see the Questions we submitted; we don't see anything on the Public Q&A tab.

Asked 1/10/2019 at 4:08 PM by Sheri Swope
MICHAEL BAKER INTERNATIONAL INC

Answer: Q&A are not visible until they are made public until posting of the addendum answers.

32. RFP-DEP/GTAC-7

Since this is the first interaction with the JAGGAER site, will we be able to ask questions related to using the event and request and receive technical assistance related to the event after January 11th?

Asked 1/10/2019 at 4:09 PM by Sheri Swope
MICHAEL BAKER INTERNATIONAL INC

Answer: Yes

33. RFP-DEP/GTAC-7

Under Technical Question 1.1.3 in the Event Sourcing Site, there is a reference to "attached Performance Standards"; however there was not a separate "Performance Standards" attachment included in the RFP. Would you please identify or provide the "attachment Performance Standards" referenced here?

Asked 1/10/2019 at 4:10 PM by Sheri Swope
MICHAEL BAKER INTERNATIONAL

Answer: The attached Performance Standards are in RFP Section Part III – Technical Submittal. If the offeror can perform all the requirements within this Section of the RFP, then the Response Type is Yes.

34. RFP-DEP/GTAC-7

Can the Offeror re-upload/replace an already-submitted proposal as long as it's before the due date/time (for example, should we want to make changes after submitting, does the JAGGAER system allow for that, or can no changes be made after submitting)?

Asked 1/10/2019 at 4:11 PM by Sheri Swope
MICHAEL BAKER INTERNATIONAL INC

Answer: Suppliers with the correct access have the option to withdraw the bid before the event closes which will allow them to modify the attachments and resubmit the attachments.

35. RFP-DEP/GTAC-7

Our organization submitted a question on the JAGGAER Q&A board more than 24 hours ago, and the question has not shown up in the public Q&A board yet. Are questions only made public when they are answered?

Asked 1/10/2019 at 4:12 PM by Sheri Swope
MICHAEL BAKER INTERNATIONAL INC

Answer: Please see answer for question #31.

36. RFP DEP/GTAC-7

If the Offeror includes an SDB on our team as a subcontractor by submitting their committed labor and equipment rates as required by the RFP documents, can the Offeror award subcontracted work (e.g., drilling services) valued above \$10,000 directly to that team-member subcontractor without competitively bidding and the value of that SDB conducted work be credited to the Offeror toward their proposed SDB percentage goal?

Asked 1/10/2019 at 4:13 PM by Sheri Swope
MICHAEL BAKER INTERNATIONAL INC

Answer: The specific services and associated costs and pricing information for proposed contract-wide subcontractors should be identified in the Cost Proposal for evaluation. Per RFP Part V-2(C), the Issuing Office may require competed solicitations for best value determination and approval, regardless of the service.

37. Pre-Bid Meeting

Can the PowerPoint and attendee list from the pre-bid meeting be provided?

Asked 1/11/2019 at 8:02 AM by Jen Johnson
TETRA TECH INC

Answer: The PowerPoint and attendee list will be included in the addendum to the RFP.

38. Subcontractors

Can a subcontractor be included on our team such that they are preferred and the prime would not have to put the work out for competitive?

Asked 1/11/2019 at 2:56 PM by Jen Johnson
TETRA TECH INC

Answer: See answer to question #36. All issued subcontractor approvals will identify the specific service(s) and pricing on a contract-wide or site-specific basis. At the project level, the Issuing Office reserves the right to request competed bids (or less formal comparative pricing analysis) for subcontracted services to evaluate best value, regardless of the estimated cost.

39. Award

How many prime contracts are to be issued / awarded?

Asked 1/11/2019 at 2:57 PM by Jen Johnson
TETRA TECH INC

Answer: DEP intends to award multiple contracts. The specific number will be determined at a later date.

40. Contract Value

What is the expected contract amount for each awarded Prime?

Asked 1/11/2019 at 2:57 PM by Jen Johnson
TETRA TECH INC

Answer: There is no minimum or maximum contract value guaranteed. The value assigned to the initial two-year term will be determined during contract negotiations and will depend on anticipated work needs and budgets at that time.

41. Subcontractors

For contract-wide subcontractors – what are the requirements to have the sub approved as part of our bid?

Asked 1/11/2019 at 2:58 PM by Jen Johnson
TETRA TECH INC

Answer: See answer to question #38 and Appendix A, Section 24. The Issuing Office will issue contract-wide subcontract approvals that identify the vendor, service(s), pricing and any other relevant terms and conditions following GTAC-7 contract negotiations and award.