

## ADDENDUM #1

Date: February 23, 2011

To: All Bidders

From: Stephanie Vap-Morrow, Buyer  
Nebraska Department of Environmental Quality

RE: Questions and Answers for Request for Proposal Number 3521Z1  
to be opened March 18, 2011, 2:00 pm.

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal.

Questions	Answers
1. In order to better understand the types of projects that may be conducted under the RFP 3521Z1 contract, could you provide an indication of the amount of subsurface remediation work that was conducted under the contract during the past 5 years (approximate number of projects or approximate fees)?	During the past five years, two remediation projects were conducted. One project was related to conducting inspections and compliance evaluations at cleanup sites with institutional controls for approximately \$60,000. The other project was related to removal of an underground tank and surrounding contaminated soil for approximately \$70,000.
2. Is there a preference for companies with offices in Nebraska?	No.
3. Are the locations or general areas of these projects known? Are most of them in the Lincoln or Omaha area?	Project work is statewide with locations or general areas determined on a yearly basis. During the past 5 years, approximately 75% of the work has been located in eastern and central Nebraska and approximately 25% has been located in western Nebraska.
4. Are there incumbents for this work?	Yes, there are existing environmental engineering services contracts.
5. Are there any known upcoming projects? If so, what kind of work is it?	The projects that are potentially to be assigned are identified in Section IV.D.2, Scope of Work of the RFP.
6. What is the anticipated percentage of work pertaining to item (h.) on page 29 concerning "Other environmental laws, statutes, or regulatory/enforcements programs.	Unknown at this time. See response to question #5 for potential projects to be assigned in the applicable State and Federal environmental programs.
7. During the previous contract period, what were the total fees for all task orders issued under this contract?	Approximately \$3,000,000.

Questions	Answers
<p>8. Section III.XX requires the Contractor to have a disaster recovery and back-up plan. Is this plan to be submitted as part of the proposal?</p>	<p>No. This requirement will be addressed during the contract negotiation process.</p>
<p>9. Section II.L.4. Mandatory Requirements Requires a completed Architect,-Engineer Qualifications Form (SF 330). The SF 330 form is divided into two general sections or parts. Part I presents the qualifications for specific contract and Part II presents the general qualifications of a firm or a specific branch office of a firm. Part I is further subdivided into nine subsections (A. through I.) that include items such as the Proposed Team (Section C.), Organization Chart (Section D.), Resumes of Key Personnel (Section E.), Example Projects (Section F.), Key Personnel Participation in Example Projects (Section G.), Additional Information (Section H.), and other information (various Sections). Section IV. Proposal Instructions outlines requirements for the Technical Proposal which specifies 4 sections that include categories that are duplicative of what is requires in the SF 330, Part I form. Please provide clarification as to how the mandatory sections of RFP Section IV should be incorporated into part I of the SF 330 form.</p>	<p>Information that is presented within the technical proposal can be referenced within the SF 330 form. Information on subcontractors must be included on the SF 330 form. A separate SF 330 form for each subcontractor is not required.</p>
<p>10. Page 18, III TERMS AND CONDITION, Subparagraph FF. Retainage. The basic scope of work for this RFP is environmental services; can the State clarify that it will be holding Retention on all Task Orders? Normally, retention is held on construction projects not service related agreements.</p>	<p>Ten percent (10%) of the total ceiling price of each Task Assignment will be retained until successful completion of work. Contractors can claim retainage immediately after work completion is confirmed, without having to wait for the next monthly invoicing cycle.</p>
<p>11. Page 26, IV PROPOSAL INSTRUCTIONS, Subparagraph C.7. Summary of Contractor's Corporate Experience. Subparagraph C.7.a indicates the Contractor must provide three narrative descriptions and that if more than three are provided, only three will be evaluated. Subparagraph C.7.b indicates Contractor and subcontractor(s) experience must be listed separately, and narrative descriptions may be submitted for subcontractors. May subcontractor narrative descriptions be provided in addition to the three Contractor narrative descriptions, or are a total of three narrative descriptions allowed for the team?</p>	<p>In addition to the three Contractor narrative descriptions, three total and separate subcontractor narrative descriptions must be provided.</p>

Questions	Answers
12. SF 330 Part I, Section F, "Example Projects which best Illustrate Proposed Team's Qualifications For This Contract" directs the proposer to present as many projects as requested by the agency, or 10 projects, if not specified. Is this section F of the SF330 form limited to three projects as specified by Section IV.C.7.a of the RFP or three projects per team firm?	In this case, NDEQ has specified three projects.
13. Was Form B attached to the RFP? Also, is Form B meant to be EPA Form 5700-49?	Form B is not an attachment to this RFP. An EPA Form 5700-49 is a mandatory requirement for the proposal.
14. RFP page 12, under Terms and Conditions: K. Conflict of Interest— the following statement is at the bottom, "The Contractor certifies that it will not employ any individual known by Contractor to have a conflict of interest." This statement appears to be broader than necessary. Would the following language be acceptable in place of the above sentence? "The Contractor certifies that it will not utilize, under this contract, any individual known by Contractor to have a conflict of interest."	No.
16. Is the complete proposal or any portion of the proposal subject to limitations in page length?	No.
17. Section L. Mandatory Requirements indicates a mandatory requirement item is "4. A Completed Architect-Engineer Qualification Form (SF 330)". Is the intention of this to include just the Part 2 form that includes company info, staff breakdown, etc., or the comprehensive SF330 submittal that would include all 9 sections associated with Part 1 of the SF330?	Both parts 1 and 2 are required for this RFP.
18. What criteria (state or federal or another certification) will be used to define MBE, WBE, SBE and SDE?	Federal criteria will be used.
19. Can NDEQ decide to competitively bid a Task Assignment after a Contractor has submitted a work plan and cost estimate for the same Task Assignment.	No, a project would not be competitively bid after a Contractor has submitted a work plan and cost estimate for the same Task Assignment.
20. Do Contractors get paid for the work plan and cost estimate for competitively bid Task Assignments?	Competitively bidding projects is not anticipated on a regular basis. If a project is competitively bid, a determination on whether Contractors would be paid for the work plan and cost estimate would be made at that time.

Questions	Answers
<p>21. In the Proposal Instructions section 8. f. Resumes Required, it indicates that resumes for all personnel proposed by the contractor to work on the project should be provided. Does this mean all key personnel (not including support staff, etc.)?</p>	<p>Yes.</p>
<p>22. If the SF 330 Form requests some of same information as requested in other areas of the Proposal, do you want the information repeated in the form? Also, is a SF 330 Form required for all Subcontractors?</p>	<p>See response to question #9.</p>
<p>23. Under Section IV-7b, are we allowed to present narrative descriptions for subcontractors experience, that is separate from the 3 narratives allowed in 7a?</p>	<p>See response to question #11.</p>
<p>24. Should a copy of the disaster recovery and back-up plan be included with the proposal?</p>	<p>See response to question #8.</p>
<p>25. In the Proposal Instructions section 7. a., it indicates that only 3 narrative descriptions can be provided. Part 7. b. states that contractor and subcontractor experience must be listed separately. Does this mean that we can submit 3 narrative descriptions for each subcontractor in addition to the 3 narrative descriptions that we are including for our firm as the Prime (as long as they are identified by company)?</p>	<p>See response to question #11.</p>