

Memorial Bridge Replacement Project RFQ Question and Response Matrix

The following Matrix includes NHDOT's response to questions and comments regarding the Memorial Bridge Replacement Project RFQ received by March 4, 2010 deadline for questions and request for clarifications.

No.	Doc/Section/Page No.	Question/Comment	Department Response
1	RFQ Section 2.2; "Cover Page"	Two dates are given as the final date for questions: 2/25/11 and 3/4/11. Could you please confirm which date is correct?	The deadline for submitting RFQ questions by potential Proposers is March 4, 2011; correction to the RFQ will be reflected in Addendum 1.
2	RFQ Section 3.1; Form A	Although not specifically requested, in addition to the "Transmittal Letter" form (Form A), we would like to include a 2-3 page cover letter that includes our project Point of Contact information (phone/cell/e-mail, etc). Would this be acceptable?	Form A (Transmittal Letter) does provide standard contact information/ mailing address and signature block for either corporation or LLC along with those of a partnership or joint venture. To insure standardization in SOQ responses, a standard transmittal letter form within the RFQ was provided to potential Proposers for use in their SOQ. Therefore, additional information outside that which was requested to be provided in Form A will not be allowed.
3	RFQ Section 3.5; Form E-1	Form E-1 asks for experience in the past 15 years on completed projects. Can you clarify "completed?" Would a project that has completed design and/or is substantially completed in construction be acceptable to include?	Completed has refer to those projects which have been accepted by an owner. For those projects that are substantially complete but have not been accepted by an owner, a potential Proposer may include substantially completed projects. Potential Proposers are advised that when using substantially completed projects on Form E-1, when asked to provide actual completion date, an estimated completion date should be used and noted accordingly.
4	RFQ Section 5; Appendix A	We were able to locate the first two documents on NHDOT's website (although they no longer appear on the website), but the third document, "2008 Rehabilitation Project Contract Documents," does not appear to be here. Could you please provide?	NHDOT is addressing this issue and will update the website to provide direction to obtain additional project documentation as identified in Section 5 of Appendix A.
5	RFQ Appendix C	Form D is missing from the Appendix. Could you please provide?	Form D has been removed from the RFQ document, reference to having the potential Proposers provide this form has been removed from RFQ Section 3.2 and 3.2.1 along with Table B-1. See Addendum 1 for updates.
6	RFQ Section 1.11; "Questions and Clarifications" & Section 2.2; "Procurement Schedule"	Could you please confirm the deadline for submitting questions? The RFQ cover states March 4 but the Procurement Schedule within the RFQ states February 25.	The deadline for submitting RFQ questions by potential Proposers is March 4, 2011; correction to the RFQ will be reflected in Addendum 1.
7	RFQ Section 3.2; "Legal Structure"	Could you please provide Form D: Disclosure for Design-Build Team? This was not provided with the RFQ documents.	Form D has been removed from the RFQ document, reference to having the potential Proposers provide this form has been

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			removed from RFQ Section 3.2 and 3.2.1 along with Table B-1. See Addendum 1 for updates.
8	RFQ, Appendix C; Form L-2	Please refer to Question 5 on Form L-2. Many questions on this form are asking for information in the last five years. Does this time limit apply to this question as well?	Form L-2 (questions 5, 7, and 9) has been revised to reflect the five (5) year requirement. See Addendum 1 for updates.
9	RFQ, Section 3.6.1; "Key Personnel"	In addition to the Key Personnel identified by NHDOT, are other resumes allowed for key positions identified on the organization chart?	Potential Proposers may include resumes of other team personnel within the Design-Build team which demonstrate the team organizational structure than those identified as Key Personnel under the RFQ request. However, for SOQ evaluation, only those Key Personnel requested as part of the RFQ will be evaluated for final scoring purposes.
10	RFQ, Form E-1; "Project Description"	1). Are we allowed to reformat the form as long as we do not change any of the required information? 2). Are we allowed to include a photo(s)?	1) To insure standardization in SOQ responses, standard forms are included within the RFQ for Proposers for use in their SOQ and should not be reformatted. 2) Use of photos on the Form E-1 will not be allowed and should not be included on Form E-1.
11	RFQ, Form E-1; "Project Description"	The form states...Form E-1 is limited to a maximum of 3 pages for each completed project. Are we allowed to identify projects that are currently in construction?	Potential Proposers are given the flexibility to select projects that demonstrate their experience and expertise. Potential Proposers are advised that when using projects which are under construction on Form E-1, when asked to provide actual completion date, an estimated completion date should be used and noted accordingly.
12	RFQ, Table B-1, Appendix B, page 2, Section 1	Form D, Disclosure for Design-Build Team is referenced, but there is no Form D included in Appendix C.	Form D has been removed from the RFQ document, reference to having the potential Proposers provide this form has been removed from RFQ Section 3.2 and 3.2.1 along with Table B-1. See Addendum 1 for updates.
13	RFQ, Section 3.6.1; "Preferred Qualifications of Key Personnel"	Typically the Construction Quality Control Manager is filled by a contractor employee with a construction background; however, the preferred qualifications in the RFQ require a BSCE and ten years of highway/bridge design experience. Is it the intent of the RFQ that the Construction QCM be furnished by the designer? Would a contractor-supplied QCM with NETTCP QA Technologist certification and a similar degree be acceptable?	The qualifications listed under Section 3.6.1 of the RFQ are 'Preferred' standards that will be used in the SOQ evaluation process and not intended to be 'Minimum' or 'Mandatory' requirements for those positions. Potential Proposers have the flexibility to select that person with the experience and expertise which best meets the Preferred Qualification standards for any of the positions identified as Key Personnel.
14	RFQ, Section 1.2; 3.2; Appropriate "Forms"	Several of the forms request information on Major Participants and Designers separately. A) Since a designer performing 20% of the design is considered a Major Participants" be submitted in both sections? And B) is the Designer section only to list the Engineering Firm of Record or all members of the design team?	A) By definition, if a designer is performing more than 20% or more of the design, that entity is considered a Major Participant and should provide any information requested under the RFQ that pertains to that classification. B) On Form B under Designer, at a minimum, potential Proposers will need to identify the Engineer of Record. Listing other designers is at the discretion of the Proposer.

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15	RFQ, Section 3.6.1 (g)	For the Environmental Compliance Manager position, it appears that the duties for this position normally are performed by more than one person, one at the administrative level and one for the site inspection. May we propose an Environmental Compliance Manager that will oversee the overall program?	Under the RFQ Key Personnel, potential Proposers are required to identify that person which will manage the environmental compliance issues for the Projects. Identification of environmental inspectors under the RFQ submittal requirements is not required.
16	RFQ, Section 1.4 Part B	<p>1. Technical drawing level of detail:</p> <p>a. Background</p> <p>i. A previous NHDOT design-build project did not address technical drawing level of detail during the RFQ process, and short-listed teams were subsequently notified that a much greater amount of design work would be required for the Technical Proposal than originally anticipated. (The RFP requires that all proposers prepare and submit plans at the NHDOT Preliminary Plan level as part of the Technical Proposal. This requires the preparation of approximately 30% design plans.)</p> <p>ii. The Memorial Bridge Replacement Project will require a high degree of technical drawing detail and engineering costs are a key consideration.</p> <p>iii. Industry practice (as presented during the design-build workshop this week) is for owners of transportation projects to provide 25% - 30% drawings with the RFP.</p> <p>b. Therefore, concerning the technical drawing level of detail, plans, and specifications for the Memorial Bridge Replacement: What level of detail (%) for technical drawings, plans and specifications will be issued with the RFP? What level of detail (%) for technical drawings, plans and specifications will be required for the Technical Proposal submission?</p>	<p>a) NHDOT's intent is to provide, as part of the RFP to potential shortlisted Proposers, a set of baseline plans for the Project. These documents will be at various levels of detail, providing general reference to the overall Project. Specific contractual requirements for the Project will be identified in the Technical Provisions and/or Contract Agreement of the RFP.</p> <p>b) With respect to the question surrounding the level of detail (%) required for submission under the Technical Proposal of the RFP, each shortlisted Proposer will need to furnish concept plans/drawings to a level of detail sufficient enough to relate the work to be completed by the Proposer; (ii) drawings/plans which will allow the Proposer to arrive at a final lump sum cost for the Project and submit that lump sum cost as part of the Price Proposal; and (iii) drawings/plans with sufficient detail that illustrates and demonstrates the Proposer's understanding and approach to successfully complete the Project.</p>
17	RFQ, Section 3.3 Part D	Do insurance certificates need to be provided for all team members or just the prime firm?	Those entities that meet the definition of a Major Participant (as defined under Section 1.2) shall provide evidence of capability to provide insurance in the SOQ.
18	RFQ, Appendix C; Form E-1	On the E-1 form, where it asks for "Contract Value" and "Final Value," referring to a design firm, should this be interpreted as 1) the original estimated construction cost and final construction cost or 2) the original fee and final fee?	When referring to Form E-1, information supplied by the potential Proposer should indicate the original estimated construction cost and final construction cost of the project being described.
19	RFQ, Appendix C; Form L-2	For Question 1, should the information provided be limited to the last 5 years?	Yes. Addendum 1 will contain updated Form L-2.
20	RFQ, Appendix C; Form PP-1	For the Litigation, Liquidated Damages, Termination for Cause, and Disciplinary Action sections, should the information provided be limited to the last 5 years? Is the intent of this to provide information concerning formal legal proceedings?	Yes. Under Section 3.5 (B), the RFQ stipulates that the Design-Build Team shall use and complete Forms PP-1 and PP-2 found in Appendix C for each Major Participant, based on experience over the past 5 years.

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			The general intention of PP-1 is to provide NHDOT with an understanding of the potential Proposer's experience or expertise, competence, capability, and capacity in, and record of producing quality work on past projects.
21	RFQ, General	When will the addenda referred to previously be posted?	NHDOT is making every effort to post the Addendum as soon as possible. Posting of Addendum 1 is scheduled to occur no later than Wednesday, March 9.