

July 23, 2019

REQUEST FOR QUALIFICATION (RFQ)  
PROFESSIONAL SERVICES  
Laboratory/Industrial Waste Facility and Parking Garage  
Project S464

**ADDENDUM NO. # 4**

All Consultants submitting under the Request for Qualification (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

**Acknowledgment of RFQ Addendum:** The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Suzanne Thomas  
Procurement Officer  
ALCOSAN

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Consultant Acknowledgement

\_\_\_\_\_  
Date

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DRAWINGS/FORMS

1. None.

INFORMATIONAL MEETING

An Informational Meeting was held at the ALCOSAN plant for the above project on July 2, 2019 at 10:00 a.m. in the Operations and Maintenance Auditorium. Questions and answers from this meeting were addressed under a separate addendum.

The following Questions have been submitted under this procurement:

1. Please confirm if we should submit the Potential Conflict of Interest and Non-Collusion Affidavit forms for proposed subconsultants.
  - a. *All Subconsultants will certify on Conflict of Interest. Most of the Conflicts identified to date related to lower-tier consultants. The Noncollusion may be signed by the Prime at this point in the procurement.*
2. On page 6 of the RFQ, G. Potential Conflict of Interest and H. Non-Collusion Affidavit are both listed as (Tabbed Section 4). Please confirm that section H, Non-Collusion Affidavit, should be listed as (Tabbed Section 5) and that Section I, Right to Know, should be listed as (Tabbed Section 6)
  - a. *Yes.*
3. Will there be any requirement for LEED Commissioning?
  - a. *ALCOSAN does not desire to pursue LEED Commissioning for the Lab/IW Facility. The Consultant is encouraged to incorporate sustainable design features where they are practicable in a functioning laboratory.*
4. Does Geotechnical Services need to be under the "Proposers" Contract? a. If not, confirm the client is going to have a separate consultant contact directly with Geotech.
  - a. *Geotech and Survey work shall be included in the FDC's scope of work.*
5. Where in the proposal is it required to specifically highlight the MBE/WBE/SDV? Participation rates?
  - a. *The Proposer shall make a statement that MBE/WBE/SDV goals will be met. The Proposer shall show the team and how it will work together, identifying roles and*

*responsibilities.*

6. Clarify exactly what is meant by participation rates on past projects. Please provide an example.
  - a. *The Proposer shall show past projects and the MBE/WBE/SDV participation rate for those projects. A table will be sufficient.*
7. Within Form S330, confirm ALCOSAN does not require Part 2 to be completed for this RFQ submission.
  - a. *Part 2 is not required.*
8. Lab Equipment: Confirm ALCOSAN will provide Owner purchased and furnished lab equipment cut sheets and relevant data for design & MEP.
  - a. *ALCOSAN wishes to pursue a paperless laboratory in the future where data collection and logging are automated to the fullest possible extent. It is likely that new equipment must be specified during the design process to support this goal. The Consultant shall have a designated Equipment Coordinator on the Team who is knowledgeable of automated laboratory equipment and software integration packages. The Equipment Coordinator will work with the facility's MEP and IT designers to select appropriate equipment that is ready for automated operation at a future date.*
9. Appendix A/Conflict of Interest Certification and B/Instructions for Non-Collusion Affidavit:
  - a. Please confirm that these forms are only required by the "Proposer"/R3A and are not required by every team member/consultant within the proposal.
    - i. *Please see response to question 1.*
  - b. Paragraph in both forms indicates "scope of work". There is no scope of work defined other than a broad description of services. Please clarify.
    - i. *The scope of work is the design of a laboratory, office space and a parking garage. At this time, you are certifying that you have not identified any conflicts and/or are not colluding with other proposers.*
  - c. Appendix B: /Instructions for Non-Collusion Affidavit: This form specifically talks to the RFP process when pricing is included and when the full scope of services and scope of work is fully disclosed and identified. Does this form need to be provided for the RFQ? Or can this form be edited to strike out paragraphs (2, 3 4 and 5) specifically talking to pricing, which is not included in the RFQ?
    - i. *Please see the response to question #1.*
10. Does Site Environmental Services need to under the "Proposers" Contract? If not, confirm the client is going to have a separate consultant contract directly with the Environmental Engineer and reports will be provided.
  - a. *The Consultant will be provided with ASTM Phase I and Phase II Environmental Reports. Any further Environmental tasks shall fall under the Consultant's scope of work.*