January 10, 2018

Addendum 02

RFP SA 1813 –Enterprise Information and Utility Management Services

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

• **The proposal submittal period has been extended.** Sealed proposals will be accepted until 2:00 p.m. on **Monday, January 29, 2018** at Prince William County Service Authority, Procurement Department, located at 4 County Complex Court, Woodbridge, Virginia 22192.

• The attached responses to questions have been added for clarification. Additional responses to questions are forthcoming.

• The language on the attached Forms (A, B, and D) has been modified to reflect our responses to the attached questions.

• Form E has been added to be completed by offerors.

• Attachment B has been modified; offerors shall submit their cost proposal on the attached spreadsheet.

• See Attached SA Technology Listing.

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**Acknowledgement:** Offerors submitting a proposal response for the above named solicitation shall take note of the following changes, additions, deletions, clarification, etc., in the Contract Documents, which shall become a part of and have precedence over anything shown or described in the Contract Documents, and as such shall be taken into consideration and be included in the Offeror’s response. All other terms and conditions of the Request For Proposal shall remain unchanged.

Offerors must acknowledge receipt of this amendment by signing and returning this addendum with the bid response or prior to the bid due date and time.

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Direct all inquiries to: purchasinggroupemail@pwcsa.org
Response to Questions for Clarification
RFP SA-1813 Enterprise Information and Utility Management Services

1. **Question:** How can we determine the scope of a project, key resources, and price if there are no requirements?
   **Response:** The Service Authority (SA) is seeking vendors to demonstrate their experience in one or all of the service categories described in ATTACHMENT A SCOPE OF WORK within the context described in SECTION 2 BACKGROUND INFORMATION. The SA is not looking for a proposal to a specific project(s) with documented requirements.

2. **Question:** Is PWCSA interested in those that provide information security as a service? If so, would that fall under IT?
   **Response:** Yes, we are interested in IT security services and it would fall under IT.

3. **Question:** In reading the solicitation it’s hard to gauge if this is for a solution and implementation or just the implementation portion of the project?
   **Response:** The SA wishes to enter into an agreement with qualified vendors (multiple) under a basic ordering agreement. Future specific Task Orders will be generated from the basic ordering agreement. Specific project(s) will be identified and related requirements developed at a later date.

4. **Question:** What is the Budget allocated for the current Project?
   **Response:** This request is to award a basic ordering agreement. Specific project(s) will be identified and related requirements developed at a later date. The SA has budgeted up-to $1.5 million per year under this basic ordering agreement and related Task Orders (with the potential to renew – see section 5.21)

5. **Question:** Are there any incumbents?
   **Response:** The EAM Division has a small number of contractors in active use for relatively small-scale projects. The SA is seeking to award multiple vendors under this basic ordering agreement.

6. **Question:** How are the current services being procured?
   **Response:** Multiple contract vehicles are currently being used.

7. Page 32/67 - Form A – Offeror Reference Form “The Offeror shall have performed similar work for a minimum period of five (5) years. Indicate below a listing of at least five (5) recent projects completed by your firm that can substantiate past work performance and experience in the type of work required for this contract.”
**Question** - As the Service Authority cannot be used as a reference, can you clarify if these requirements for 5 references for at least 5 years and 5 projects are mandatory requirements for the offeror?

**Response:** The attached Form A has been revised. The second sentence on the form has been changed to read: “The Offeror should have performed similar work for a minimum period of five (5) years”.

8. Page 21/67 - 5.23 Competency of Offeror “As part of its evaluation process, the Service Authority may make investigations to determine Your abilities to perform under this RFP. Such investigations may include requests for information such as Dun & Bradstreet reports, financial statements, bank, project or other references, information regarding other work under contract and the bonding of Subconsultants where applicable. The Service Authority reserves the right to REJECT Your Proposal Package if you fail to satisfy the Service Authority that You are properly qualified to carry out the obligations under this RFP.”

**Question** – Are there any minimum size of company requirements that could place small businesses or smaller firms at a disadvantage?

**Response:** No, the Service Authority will be evaluating the proposals on the criteria set forth in the solicitation.

9. **Question:** Tab 1 asks for VA licenses for all key staff (PE, LS) from prime and Subconsultant – what tasks will require either a PE or LS for this BOA?

**Response:** Offerors are not required to have key personnel with PE or LS license; however, license information should be provided for key personnel with professional licensure. Future specific Task Orders will be generated from the basic ordering agreement. Specific project(s) will be identified and related requirements developed at a later date.

10. **Question:** Tab 2 asks for any required licenses/certifications for the program/project manager – what licenses or credentials are required?

**Response:** Program/project manager licenses/certifications are not required. License information should be provided for key personnel with professional licensure.

11. Section 5.12 Minimum Requirements states:

The Offeror shall have established relationships with the regional utilities as demonstrated by examples of recent similar services provided to the Owner in the area of Utility Coordination services.

**Question 11a:** Please confirm that qualified and experienced IT Services companies, submitting valid and compliant proposals will be evaluated in a manner that can garner an award of this contract.

**Response:** Offerors with no utility experience are encouraged to submit proposals. The Service Authority will evaluate each proposal on all of the criteria set forth in the

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3 | Page
solicitation. Therefore, offerors with no utility experience may receive a lower rating for the Qualifications evaluation criteria compared to a company with specific utility experience.

**Question 11b:** Will not having established relationships with the regional utilities disqualify an otherwise qualified company and proposal from award.

**Response:** No. Offerors with no utility experience are encouraged to submit proposals. The Service Authority will evaluate each proposal on all of the criteria set forth in the solicitation. Therefore, offerors with no utility experience may receive a lower rating for the Qualifications evaluation criteria compared to a company with specific utility experience.

12. **Question:** Please confirm that companies may propose and be awarded a contract for services in only a subset of the functional areas indicated in Attachment A Scope of Work, para 1.

**Response:** Correct. Offerors may propose and be awarded a contract for service(s) in one or more of the service areas listed in Attachment A.

13. **Question:** Please provide a list of your current technologies and COTS products used at the utility.

**Response:** Yes, please see the attached *SA Technology* list.

14. **Cost Proposal Evaluation**

**Question 14a:** Please provide more information on how you plan to evaluate the Cost Proposal.

**Response:** See revised Tables for Attachment B. The Authority will evaluate the Cost Proposals based on the reasonableness of the multiplier for the services proposed.

**Question 14b:** Will cost proposals that contain many, or fewer labor categories be evaluated higher?

**Response:** Proposals with fewer or many labor categories will not necessarily be rated higher. The Service Authority has restructured this submittal requirement. See revised Tables for Attachment B.

**Question 17c:** How will the utility comparatively evaluate dissimilar job titles that may represent the same function and qualifications from different proposals? For example: Four different companies may propose these job titles Project Manager, Junior; Project Manager 3; Project Coordinator; Junior Program Manager for the same role. Which will score higher, and why?

**Response:** The Authority will evaluate each labor classification based on the needs of the Service Authority and requirements of each category of services outlined in the RFP.
15. **Question:** Please indicate which Tab each of the required forms should be included in. Currently some of the required forms have not been assigned a Tab location.  
**Response:** The forms should be placed under Tabs as outlined in Section 6.4, Proposal Package Sections. Any form not assigned a Tab location should be inserted under Tab 7-Exceptions and Other Information.

16. Tab 8 Financial Stability  
Our company has been in business since 1999. We have been profitable every year and have no debt. Dun and Bradstreet informs us that a copy of our D&B report that may be legally distributed to the Service Authority costs $599, and that since we are a private company with no debt, will be mainly devoid of relevant information. Our D&B representative recommends that the Service Authority run the D&B report of the potential awardees, if needed.  
**Question:** Given the relatively modest annual spend for this contract of $1.5M/yr. across all functional areas; will the Service Authority please consider removing the requirement for respondents to submit a D&B report? (Note: rather than a D&B report, the utility may request a copy of the company’s latest federal tax return.)  
**Response:** The requested information is not a requirement at the time of Proposal submission. The SA will generate a D&B report for companies under consideration of award. Offerors will need to submit additional financial information if it is requested by the Service Authority.

17. **Question:** Can the Authority provide us with a list of current IT systems and software’s that you are using today? We would like to provide you with Experience that is relevant to what the Authority is looking for in a vendor.  
**Response:** Yes, please see the attached SA Technology.

18. **Question:** Is the Authority looking for vendors that will help them in making decisions for future IT processes and directions in the way of Assessments?  
**Response:** Yes

19. **Question:** Contract Type, Section B: The Task Orders that will be released to the selected vendors, will they be Fixed Fee and/or Time and Material based?  
**Response:** Task Orders shall be designed, in collaboration with the vendors, to best meet the business needs of the SA.

20. Tab 2 – Evaluation Criteria, Section E:  
**Question:** 20a. If the Cost Proposal is to be included in Tab 2 of the proposal and sealed in a separate Envelope how do we accomplish this task?  
**Response:** One (1) copy of the Cost Proposal shall be placed in a sealed envelope with the proposal package.
Question: 20b. Would the Authority be open to the Sealed Proposal in a Separate Envelope outside of the proposal binder?
Response: The firm shall provide one (1) copy of Cost Proposal inside of a seal envelope with the proposal package.

21. Forms:
   Question: Where in the proposal do we include these forms listed in Section 8? Is there a Tab that each one is to be included?
   Response: The forms should be placed under Tabs as outlined in Section 6.4, Proposal Package Sections. Any form not assigned a Tab location should be inserted under Tab 7-Exceptions and Other Information.

22. Insurance Requirements: The Authority requires that all Subcontractors comply with the Occupational Safety and Health Act.
   Question: As we understand this is MUST for all vendors doing business with the Authority, do the Subcontractors need to provide this prior to award?
   Response: No, the requested information must be submitted upon Notice of Intent to Award.

23. Question 23a: Do subcontractors need to provide Acord Statements with the proposal?
   Response: The prime contractor is required to submit proof of insurance capabilities with the proposal package.
   Question 23b: Can the subcontractors Statements be provided upon selection or award?
   Response: Yes

24. Question 24a: Is there a ceiling or cap on each of the awarded BOAs, or one in total across each of them?
   Response: There will not be a defined ceiling/cap on any of the awarded BOAs. The projected cumulative budget across all BOAs under this basic ordering agreement is up-to $1.5 million annually.

   Question 24b: In other words, does each awarded BOA have an NTE, or does the entire SA-1813 have an NTE over the full (up to five year, I believe) period?
   Response: A defined not to exceed amount has not been determined for any individual BOA; however, the total anticipated budget across all BOAs under this basic ordering agreement will not exceed $1.5 million annually. The BOAs may be extended for a period of four (4) additional one-year periods (see section 5.21 for additional information).

25. Question 25: Page 25 gives instructions and requirements for the USB, but it includes instructions for labeling discs. Does the USB need to be labeled as instructed for discs?
Response: Submit the USB Thumb Drive inside of an envelope and label with the company name and solicitation number (SA-1813).

26. Question: The section numbering isn’t sequential within Tab 2, Section D. Can we renumber that section in our proposal to make it sequential?
Response: Yes

27. Question: In terms of page numbering and page limits, the RFP says that a page “is defined as all information that can be legibly printed within one piece of 1.8.5 x 11 inch piece of paper.” Also, double-sided printing is required. So does a double-sided piece of paper count as one or two pages?
Response: Two (2) pages

28. Question: ATTACHMENT B PRICING
The tables presented in Attachment B all contain 20 items (rows). May the offeror present pricing for more and/or less than 20 items in each table?
Response: The offeror may provide more or less than 20 items in each table. See revised tables for Attachment B.

29. Question: For IT services, should we add all the labor rates and categories that we are currently supporting and have listed in GSA? Is past performance required for all positions submitted?
Response: You may provide all appropriate labor categories that you are supporting on the GSA Schedule. (See revised Tables for Attachment B)

30. Question: Can we submit the approved price labor sheet that we have listed on our GSA, which shows all labor rates and categories?
Response: Please follow the revised tables for Attachment B.

31. Question: Will this BPA opportunity be a multi-vendor award?
Response: The Authority is seeking to award a multi-award BOA.

32. Question: Is there any requirement to use 2nd or 3rd tier subs?
Response: No

33. Question: Would it be looked upon favorably to provide resumes as key for proposed TO’s?
Response: Refer to Tab 2, “Staffing Plan and Experience of Key Personnel”
34. **Question:** Tab 7.B− Exceptions and Other Information states “Provide any information that will provide insight to the Service Authority about our qualifications, fitness and abilities. This information should be succinct.” Can you please clarify what information about our qualifications, fitness and abilities the Service Authority is requesting as it pertains to Exceptions?

**Response:** The offeror should indicate any exceptions to the solicitation requirements that you would like us to consider, or provide additional information about your firm that would be of value to the Authority.

35. **Question:** Please confirm if the Proposal Package to be submitted on the USB Thumb Drive shall be one PDF file (e.g. all Tabs combined in one file), or shall be individual PDF files (e.g. each Tab as a separate files).

**Response:** The Authority will accept the Proposal Package submitted with all Tabs combined in one file or each Tab as a separate file.

36. **Question:** Regarding Tab 6, Subsection A. RFP states “Provide the same information required in Tab 1 Sections [F]... for each Subconsultant.” Tab 1 F states “List the full names and functional titles of each person that will be part of Your negotiation team.” Please confirm if this requirement applies to subconsultants. If so, please clarify what information is to be provided, since we understand that all negotiations would be conducted by the Prime Contractor only.

**Response:** List the full names and functional titles of each person that will be part of your negotiation team, whether prime contractor or subconsultant.

37. **Question:** Regarding Tab 6, Subsection A. RFP states “Provide the same information required in Tab 2 Sections A... for each Subconsultant.” Tab 2 A states “Provide a brief written summary indicating the Offeror’s understanding of the Service Authority’s requirements. Emphasize YOUR approach to the required services.” Please confirm our understanding that this section shall present the expertise or role that the Subconsultant may perform on future TOs, vis-à-vis their role as a subcontractor to the Prime.

**Response:** That is correct.

38. **Question:** Please confirm if we are to provide one glossary per tab or one glossary for the entire proposal.

**Response:** One glossary should be included for the entire proposal.

39. **Question:** Please confirm what section the government would like the contractor to provide the Section 7 insurance information? Should we include that information under Tab 8 Financial Stability, or in its own section, such as a new Tab 9 entitled Insurance Requirements?
Response: Insurance information should be included under Tab 3-Proof of Insurability.

40. Question: Is the intention to put multiple companies on the award, or a single company that can provide all the services?
Response: The Authority plans to make multiple awards.

41. Question: Will Prince William County provide Labor Categories for Attachment B Pricing?
Response: No

42. Question: Is a completed Form D (see RFP page 36) required to be submitted with the proposal? If so, where should it be located?
Response: Form D should be placed under Tab 7-Exceptions and Other Information. See revised Form D

43. Question: Section 6.3.E.3 Item f on page 25 indicates that vendors should “clearly print: “RFP SA-1813 –Enterprise Information and Utility Management Services” and the Offeror’s name directly on the top surface of each disc with an indelible marker. Enclose each disc in a rigid plastic protective case. Cases do not need labels.” These instructions appear to be related to CD-ROM cases; however we are instructed to provide Thumb Drives for this response. Would the government kindly clarify the information required for Thumb Drives?
Response: Submit the USB Thumb Drive inside of an envelope and label with the company name and solicitation number (SA-1813).

44. Question: Page 25 of the RFP, #3f states “You should clearly print: “RFP SA-1813 – Enterprise Information and Utility Management Services” and the Offeror’s name directly on the top surface of each disc with an indelible marker. Enclose each disc in a rigid plastic protective case. Cases do not need labels.” However, #3 says we are to submit a USB Thumb Drive. Please clarify what disc is #3f referencing?
Response: Submit the USB Thumb Drive inside of an envelope and label with the company name and solicitation number (SA-1813).

45. Question: Page 19, Section 5.17 Exceptions states “If You take exception to any requirements in this RFP, including any contract terms in Section 9 Sample Contract Terms & Conditions You shall clearly identify the item(s) that exception is taken to, succinctly state the reason for the exception, and include these item(s) in Your Proposal Package in Tab 8. Exceptions and Other Information.” However, Tab 8 is Financial Stability. Should any exceptions be provided in Tab 7 Exceptions and Other Information? Please clarify.
Response: Yes, any exceptions that are being taken should be clearly identified under Tab 7.

46. **Question:** What is the Service Authority’s annual budget for this solicitation?
    **Response:** See Question 4

47. **Question:** Does the out-of-state firm need to have a business permit from the State of Virginia along with the proposal or can it submit the business permit after an award?
    **Response:** The firm must show authorization to transact business in the Commonwealth when the proposal is submitted. (See attached Form E)

48. **Question:** Is this a new solicitation?
    **Response:** Yes, this is the Authority’s first solicitation for the specified services.
SA Technology Listing
(Reference Questions 13 & 17)

Technology Response:

Technology assets include the Authority’s information (data), software, and hardware. Primary components of each category listed below:

- Major IT Systems
  - Databases
    - *Oracle* Database Management Systems and Microsoft SQL Database (most IT systems are supported by Oracle DBMS)
  - Work Order Management
    - *CityWorks* Computerized Maintenance Management System (CMMS)
    - *Cayenta* Mobile Service Orders (MSO)
  - Customer Management
    - *Cayenta* Customer Information System (CIS)
    - *Cayenta* Customer Self Service Web Portal (CSS)
    - Neptune Meter Reading & Equipment
    - InContact IVR
    - Wells Fargo – Payment Processor
      - Lockbox
      - Deposits
    - Customer Website – pwcsa.org
    - Lab Website – h2olab.org
  - Facility Management
    - *Schneider Electric - Clear SCADA* Supervisory Control and Data Acquisition (SCADA - Distribution and Collections)
    - Schneider Electric - WonderWare Supervisory Control and Data Acquisition (SCADA - Plant)
  - Physical Asset Register and Spatial Mapping
    - ESRI Geographic Information System (GIS)
  - Business Analytics & Reporting
    - IBM Cognos
  - Financial Management
    - JD Edwards to include; AP, General Ledger, Fixed Assets, Procurement and Warehouse
  - Customer Emergency Notification System
    - Vesta Outbound Calling Application
  - Helpdesk System
    - Solarwinds Enterprise Helpdesk
  - Policy Management System
- Policy Tech Enterprise Management
- Payroll System
  - ADP
- Learning Management System
  - GeoLearning
- Performance Management System
  - SAP SuccessFactors
- Information Resources
  - Robust information resources within each major IT system managed natively within each IT system, centrally through Data Governance policies and processes and an Oracle-based Data Warehouse, as well as through a GIS-Centric integrated IT Architecture.
- Hardware
  - Server Environment
    - IBM and Cisco Servers utilizing a VMware virtual environment
  - Storage Environment
    - IBM and Nimble Storage
  - Personal Computers
    - Dell desktop
  - Mobile Devices
    - Dell laptop, Microsoft Surface Tablet, IPhone, Cell Phones
  - IT Peripherals
    - Printers, plotters, scanners, copiers
  - Telecommunications system
    - Switch Equipment
    - VoIP System
  - Internet Circuits – Private and Redundant - Comcast and Verizon
Form E-State Corporation Commission Form

Under paragraph 2.8 of the General Terms and Conditions, the Bidder agrees, if this bid is accepted by the Prince William County Service Authority, for such services and/or items, that the Bidder has met the requirements of the Virginia Public Procurement Act (VPPA) § 2.2-4311.2. Any falsification or misrepresentation contained in the statement submitted by Bidder pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for termination by the Prince William County Service Authority.

Bidders shall complete the following by checking the appropriate line that applies and provide the required information. Bidders failing to provide the required information indicated below will have their bid declared non-responsive:

1. _____ Bidder is a Virginia business entity organized and authorized to transact business in the Commonwealth of Virginia by the State Corporation Commission (SCC). The Bidder’s current valid identification number issued by the SCC is _______________. (The SCC number is NOT your federal tax identification number). -OR-

2. _____ Bidder is a sole proprietor and no SCC number is required. -OR-

3. _____ Bidder is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business, any employees, agents, offices, facilities, or inventories in Virginia. This does not account for any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts. It also, does not account for any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from the Bidder’s out-of-state location. **Bidder shall include with this bid documentation from their legal counsel which accurately and completely states why the Bidder is not required to be so authorized within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.** -OR-

4. _____ Bidder currently has pending before the SCC an application that was submitted prior to the due date and time of this solicitation for authority to transact business in the Commonwealth of Virginia and seeks consideration for a waiver to allow the submission of the SCC identification number after the due date for bids. *(Prince William County Service Authority reserves the right to determine in its sole discretion whether to allow such waiver.)*

____________________________________________________________
Legal Name of Company (as listed on W-9)

____________________________________________________________
Legal Name of Bidder

______________________________
Date

______________________________
Authorized Signature

______________________________
Print or Type Name and Title
(The Service Authority cannot be used as a reference.)

The Offeror shall be a competent and experienced organization with an established reputation within the community performing the type of work required for this contract. The Offeror should have performed similar work for a minimum period of five (5) years. Indicate below a listing of at least five (5) recent projects completed by Your firm that can substantiate past work performance and experience in the type of work required for this contract. The Service Authority may make such investigations as it deems necessary to determine the ability of the Offeror to perform the work, and the Offeror shall furnish to the Service Authority all such information and data for this purpose as the Service Authority may request.

1. Firm Name
   Address:
   Contact Person:  Current phone #:
   Email Address:  
   Contract Amount:  Name of Your project supervisor:
   Scheduled completion date:  Percent complete: 
   Percent of work by own forces:  Actual completion date: 
   Description of Work Performed:  

2. Firm Name
   Address:
   Contact Person:  Current phone #:
   Email Address:  
   Contract Amount:  Name of Your project supervisor:
   Scheduled completion date:  Percent complete: 
   Percent of work by own forces:  Actual completion date: 
   Description of Work Performed:  

3. Firm Name
   Address:
   Contact Person:  Current phone #:
   Email Address:  
   Contract Amount:  Name of Your project supervisor:
   Scheduled completion date:  Percent complete: 
   Percent of work by own forces:  Actual completion date: 
   Description of Work Performed:  

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4. Firm Name __________________________________________________________
Address: ____________________________________________________________
Contact Person: ___________________________ Current phone #:________________
Email Address: ________________________________
Contract Amount: ___________________________ Name of Your project supervisor:_________
Scheduled completion date:__________________ Percent complete: ________________________
Percent of work by own forces:______________ Actual completion date:_______________
Description of Work Performed: __________________________________________

5. Firm Name __________________________________________________________
Address: ____________________________________________________________
Contact Person: ___________________________ Current phone #:________________
Email Address: ________________________________
Contract Amount: ___________________________ Name of Your project supervisor:_________
Scheduled completion date:__________________ Percent complete: ________________________
Percent of work by own forces:______________ Actual completion date:_______________
Description of Work Performed: __________________________________________
Form B – Subconsultant Reference Form - Addendum 02

(Submit a separate reference form for each proposed Subconsultant)

The Service Authority reserves the right to reject offers from any firm not meeting the minimum qualifications. If any proposed Subconsultant’s experience is not deemed acceptable to the Service Authority, the Service Authority shall inform the Consultant and the Consultant must identify an acceptable substitute prior to award without effecting the prices bid. Subconsultant shall be a competent and experienced firm with an established reputation within the community. Each Subconsultant should have performed similar work for a minimum period of five (5) years. Furnish a representative list of at least three (3) projects.

SUBCONSULTANT’S NAME:__________________________________________

ADDRESS:________________________________________________________

TELEPHONE:________________________________________________________

CONTACT NAME:____________________________________________________

DESCRIPTION OF ITEM(S) TO BE SUBCONTRACTED:____________________

1. Firm Name:_______________________________________________________
   Address:__________________________________________________________
   Contact Person:___________________________ Current phone #:__________
   Email Address:_____________________________
   Contract Amount:__________________________ Name of Your project supervisor:__________
   Scheduled completion date:_______________ Percent complete: _______________
   Description:________________________________________________________________

2. Firm Name:_______________________________________________________
   Address:__________________________________________________________
   Contact Person:___________________________ Current phone #:__________
   Email Address:_____________________________
   Contract Amount:__________________________ Name of Your project supervisor:__________
   Scheduled completion date:_______________ Percent complete: _______________
   Description:________________________________________________________________

3. Firm Name:_______________________________________________________
   Address:__________________________________________________________
   Contact Person:___________________________ Current phone #:__________
   Email Address:_____________________________
   Contract Amount:__________________________ Name of Your project supervisor:__________
   Scheduled completion date:_______________ Percent complete: _______________
   Description:________________________________________________________________
### Form D – Proposal Package Checklist - Addendum 02

Before submitting Your Proposal Package, review the submittal requirements and ensure each section is included. Failure to include the required materials may preclude the Selection Committee from considering Your Proposal Package.

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<td>Glossary of Definitions, Abbreviations and Acronyms</td>
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