

October 31, 2018

To Whom It May Concern:

Enclosed please find Minutes of the Pre-Proposal Meeting, Questions & Answers, and Addendum No. 3 to SEPTA's RFP No. 18-00118-ACKR- GEC Construction Management & Inspection Services (GEC CM).

The due date for SEPTA's receipt of proposals scheduled for **Friday, November 30 , 2018, by the close of business day (4:30 P.M.)** remains unchanged.

Any inquiries regarding this project should be directed to Janet Coker at 215-580-8218.

Sincerely,

Janet Coker
Contract Administrator
Procurement, Supply Chain & DBE Division

JJC/
Attachments

Dated: October 31, 2018

ADDENDUM NO. 3

ACKNOWLEDGEMENT SHEET

**RFP NO18-00118-ACKR GEC Construction Management &
Inspection Services (GEC CM)**

This Addendum No. 3 to the Contract Documents is hereby part of the same and is incorporated in full as part of the Project.

Proposer should acknowledge Addendum No. 3 by signing and returning the Acknowledgement Sheet with the Technical Proposal.

NOTICE

I hereby certify that the changes covered by this Addendum No. 3 have been taken into account in the preparation of the Technical Proposal and the total price contained in the Cost Proposal.

FIRM NAME (typed or printed) _____

AUTHORIZED SIGNATURE _____

TITLE _____

NAME (typed or printed) _____

DATE _____

The due date for SEPTA's receipt of proposals scheduled for **Friday, November 30, 2018 by the close of business day (4:30 P.M.)** remains unchanged.

Addendum No. 1 includes:

1. **ADD:** Pre-Proposal Meeting Questions and Answers.

~End of Addendum No.3 ~

**MINUTES OF THE PRE-PROPOSAL MEETING,
FOR RFP NO. 18-00118-ACKR
GEC CONSTRUCTION MANAGEMENT & INSPECTION SERVICES (GEC CM)**

DATE: Thursday, July, 2018
TIME: 10:00 AM
PLACE: Conference Room 11C

- Janet Coker welcomed the prospective proposers, introduced SEPTA personnel and discussed the contractual requirements and general information.
- The meeting was then turned over to Greg Myers of the DBE Department who reviewed the DBE requirements for the RFP.
- The meeting was then turned over to John Grosso, Manager of the Project Control Department who reviewed the Technical requirements of the RFP.
- Attendees were then invited to ask questions for discussion.
- There being no further business the meeting was adjourned at 10:20A.M.
- The Sign-In Sheet is attached.

RFP No. 18-00118-ACKR - General Engineering Consultant Construction Management and Inspection Services (GEC CM)

Pre-Proposal Meeting Attendees- 7/12/18

	First Name	Last Name	Email	Phone	Company	DBE
1	Derek	Rogers	drogers@rig-consulting.com	+14122762027	RIG Consulting, Inc.	Y
2	Robert	Scancella	fscancella@kseng.com	+16098284260	KS Engineers,PC	N
3	Gregory	Myers	gmyers@septa.org	+12155808333	SEPTA	N
4	Sean	Roberts	sean.roberts@jacobs.com	+14845352228	Jacobs Engineering	N
5	William	Thomsen	wthomsen@urbanengineers.com	+12152843113	Urban Engineers Inc	N
6	Paul	Wilcox	pwilcox@systra.com	+16105171644	Systra	N
7	Thomas	Nodar	tpnodar@urbanengineers.com	+12159228080	Urban Engineers,Inc.	N
8	Craig	Baclit	crb@dumack.com	+12155981230	dumack engineering	N
9	Janet	Coker	jcoker@septa.org	+12155808218	no	N
10	George	Pristach	gpristach@gargengineering.com	+16092164731	Garg	Y
11	Matt	Howland	matt@bsiconst.com	+12154473140	BSI Construction, LLC	N
12	Glenn	Dehaven	gdehaven@tandmassociates.com	+12152842232	T&M Associates	N
13	Joseph	Bailey	joseph.bailey@execupower.com	+13023885326	ExecuPOWER	Y
14	Madan	Gambhir	mgambhir@gargengineering.com	+18564298010	Garg Consulting Services.inc.	Y
15	Nacima	Boukenna	nboukenna@boukennaconsultinggroup.com	+12159602040	boukenna consulting group llc	Y
16	Joni	Powell	jpowell@gfnet.com	+16092382614	Gannett Fleming	N
17	Richard	Horstmann	rhorstmann@kseng.com	+13024388486	ks engineers	N
18	Shakeyia	Kersey	skersey@haks.net	+12152849278	HAKS Engineers	N
19	John	Schweppenheiser	jschwep3@haks.net	+16097065948	HAKS Engineers	N
20	Sam	Pickard	samuel.pickard@aecom.com	+12157892154	AECOM	N
21	Ulysses	Koutsogiannis	ukoutsogiannis@gmail.com	+16092339579	2157892106	N
22	James	Takacs	jim.takacs@stvinc.com	+12679121153	STV	N
23	Victoria	Malaszecki	victoriamalaszecki@eclimited.com	+16096172573	Envision consultants ltd	Y
24	Brian	Daly	briandaly@eclimited.com	+12676396185	Envision Consultants - DBE/SBE/WBE	Y
25	Kenneth	Hanson	kwhanson@hntb.com	+12676343396	HNTB	N
26	Clay	Payne	cpayne@burns-group.com	+12154357426	burns engineering	N
27	Mira	Racheva	mracheva@hntb.com	+12679080508	HNTB	N
28	Stephen	Diehl	stephen.diehl@stvinc.com	+12159130545	STV	N
29	Bill	Brooks	william.brooks@stvinc.com	+12672397687	STV	N
30	Andrew	Pennoni	apennoni@pennoni.com	+16102772402	pennoni	N
31	Emily	Watts	ecwatts@mccormicktaylor.com	+12155924200	McCormick Taylor	N
32	James	Markham	jmarkham@pennoni.com	+12152547733	Pennoni	N
33	Megan	Campbell	megan.campbell@wsp.com	+12152091277	WSP USA Inc.	N
34	Michael	Moorman	michael.moorman@wsp.com	+14125359836	wsp, usa	N

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Pre-Proposal Meeting Attendees- 7/12/18

35	Janet	Cunningham	janetc@jbcassociates.com	+16109929090	JBC Associates, Inc	Y
36	Peter	Chung	pchung@septa.org	+12155803776	na	N
37	Angel	Hackney	ahackney@morgancml.com	+12674173535	Morgan Construction Management	Y
38	Michael	Dicamillo	mike.dicamillo@mbakerintl.com	+12154305500	Michael Baker International	N
39	Amy	Taglieri	ataglieri@septa.org	+12155808601	SEPTA	N
40	Robert	Jubic	bob.jubic@execupower.com	+14846199932	execupower	Y
41	Arif	Malick	amalick@malickandscherer.com	+19732961153	Malick & Scherer.com	Y
42	Robin	Youmans	ryoumans@cedarvilleeng.com	+12676448569	CEDARVILLE engineering group	Y
43	Adam	Blakeley	atblakeley@mccormicktaylor.com	+13025631791	na	N
44	Jeremy	Brown	jbrown@schnabel-eng.com	+14844673630	Geotechnical , risk management	N
45	Nanette	Cuadrado	nanettec@breeassociates.com	+12157179669	BREE & Associates, Inc.	Y
46	Lori	Allman	lallman@septa.org	+12155803168	n	N
47	Shellie	Baird	sbaird@amtengineering.com	+13023550500	A. Morton Thomas and Associates, Inc.	N
48	Zoe	Robertson	zrobertson@septa.org	+12155808217	SEPTA	N
49	Ben	Pavone	Ben@bfgwgroup.net	+12157981055	BFW Group	Y
50	Lionel	Archer	larcher@septa.org	+12155803489	SEPTA	N
51	Carlton	Williams	cwilliams@jmt.com	+12676447050	215-496-4757	N

RFP NO. 18-00118-ACKR
GEC CONSTRUCTION MANAGEMENT & INSPECTION SERVICES (GEC CM)

Pre-Proposal Questions and Answers

The following Questions were submitted before the due date and time of Wednesday, July 11, 2018.

Q.1. Please provide the current companies and emails of companies that have the existing contracts?

A.1.

Michael Baker International 1818 Market St. Ste. 3110 Phila., PA 19103 Gerry Fulton gfulton@mbakerintl.com	Jacobs Engineering Group 1700 Market St. Ste.1000 Phila., PA 19103 Mr. Sean Roberts Roberts, Sean M. Sean.Roberts@jacobs.com	WSP Parsons Brinckerhoff 1528 Walnut ,Ste. 400 Phila. PA 19102 Yassmin Gramian Yassmin.Gramian@wsp.com	Urban Engineers 530 Walnut St. Phila. PA 19102 Mr. Gerald C. O’Neill, PE Jerry O’Neill gconeill@urbanengineers.com
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Q. 2. Can you please confirm the number of technical and cost proposals (original and copies) that should be submitted?

A.2. ***Please submit 1 Original and 7 copies of the Technical Proposal and 1 Original and 7 copies of the Price Proposal plus 1 copy of the Technical and Price Proposal in PDF format on a flash drive.***

Q. 3. Is the footer and header text excluded from the Arial Normal 12-point font requirement?

A.3. ***Yes.***

Q. 4. (a) Is the organization chart and graphics/diagrams used within the technical proposal excluded from the Arial Normal 12-point font requirement? Confirming that resumes and the SEPTA Architect-Engineer’s Qualification Form do not need to use Arial Normal 12 font?

A4. (a.) ***Yes.***

Q. 4. (b) Confirming that resumes and the SEPTA Architect-Engineer’s Qualification Form do not need to use Arial Normal 12 font?

A4. (b.) ***Confirmed.***

Q. 5 Page 2 of the RFP, Section II. Form of Proposal, A. Technical Proposal, item 3. states “Resumes shall be provided identifying the qualifications and experience of the proposed manager of the Project and all key personnel.” Should resumes be included in this section or only on the SEPTA Architect-Engineer’s Qualification Form, Part I, Section D?

A.5. ***Both.***

Q. 6. For clarification, which sections of the technical proposal are included in the 25 page limit?

A.6. ***The proposer’s technical response.***

Q. 7. Under general information within the RFP it says narrative should be in Microsoft Word but letter says to submit in pdf format on DVD/CD. Which should be followed?

A.7. Please submit all RFP documents in paper format and PDF format on a flash drive .

Q. 8. Are any firms precluded from submitting as prime consultants or subconsultants?

A.8. No.

Q. 9. On page 93 of 133 of the RFP PDF, under C. Submission Requirements, item 1 states "The vendor must fill out, sign and submit the Bid Acknowledgement Form at the time of its bid." Where can this form be obtained?

A.9. Page 93 of the RFP document is "Certification Regarding Lobbying" which must be executed and submitted with our Technical Proposal. This is and RFP not a Sealed Bid, therefore a Bid Acknowledgement Form is not included as a requirement for this solicitation.

Q. 10. One of our proposed subs states that they only provide their latest approved FAR overhead audit to SEPTA. If we provide the proposal without this one item of support documentation, will this adversely affect our proposal.

A.10. Must be provided.

Q. 11. In the RFP, Septa requires General Public Liability coverage with a limit of not less than \$5,000,000 combined single limit per occurrence/claim (Note: Proposer All insurance carriers providing this coverage shall have an A.M. Best Rating of "B+" or greater. If this coverage is written on claims made basis, there shall be a three year discovery endorsement. Also, there shall be no prior act coverage restriction for any period covered under this contract); and supply CG 2417 endorsement or equivalent; General Aggregate coverage with a limit or not less than \$10,000,000

(a). To meet this requirement, can we use an excess umbrella liability policy which total gives us \$10 Mil in overall coverage, to meet these demands?

A.11. (a). Yes, umbrella coverage may be used to make up limits, Policy to apply excess of the Commercial General Liability (following form Per Project Aggregate Limit), Commercial Automobile Liability and Employers Liability Coverages. Policy shall be written or endorsed to include as additional Insureds those parties or persons designated in the contract including SEPTA and apply on a Primary/Non-Contributory basis

Q. 11. (b). Does Septa specifically require the coverage in a single Liability Plan as outlined?

A.11. (b). SEPTA prefers the single limit liability plans. If this coverage is written on claims made basis, there shall be a three year discovery endorsement.

Q. 12. Based on the scope of work, are cyber liability insurance and pollution liability coverage required?

A.12. Yes.