



September 2, 2021

To: All Bidders

ADDENDUM No. 1

MANHOLE INSPECTIONS FOR TOWN OF SMITHFIELD SANITARY SEWER COLLECTION SYSTEM

RFP NO. 22-001

This Addendum No. 1 forms part of the Town of Smithfield's RFP 22-001 – Manhole Inspection For Town of Smithfield Sanitary Sewer Collection System. All other requirements of the original advertisement and other project specifications remain in effect in their respective order. Receipt of this Addendum must be acknowledged on the Bid Form of the original Bid Document.

DUE DATE:

All bids are due on September 9, 2021 @ 2:00 p.m.

QUESTIONS & ANSWERS:

Q: Are these Level 1 or Level 2 inspections?

A: Level 1

Q: Does MACP-certified software need to be used?

A: No

Q: Is there a certain software that needs to be used for the deliverable?

A: No, but it must be compatible with GIS as we will incorporate findings into our GIS database

Q: Upon award of the contract, will the contractor receive a geodatabase or shapefiles for the sewer system in areas to be assessed?

A: Yes

Q: Who is responsible for uncovering buried manholes in both streets and ROW?

A: The Town will work with the contractor. If the manhole is under pavement, the Town will uncover. If the manhole can be reasonably scraped, it is hoped the contractor will assist the effort.

Q: What is the expected process a manhole that cannot be located by field crews?

A: Mark down the manhole ID and proceed. At the end of day (or week), communicate with the Town that the manhole(s) cannot be found and we will attempt to assist.

Q: Is 12 o'clock in the manhole based off cardinal north being 12 o'clock or the outgoing pipe being 6 o'clock?

A: Please make 12 o'clock due north.

Q: If management of traffic is required, should it be considered a pass-through cost or factored into the pricing?

A: Management of traffic will be the responsibility of the contractor

Q: The second paragraph of page 12 mentions adding additional infrastructure which may be incorporated into the collection as a result of new development or other causes. Do you have an estimated quantity of structures that may be added and when that may take place?

A: Maybe 10-20 in a year

Q: The instructions state the digital copy should be on a CD/DVD. Will a USB drive suffice?

A: A USB will suffice

Q: Does the proposal have to be double-sided, or can it be single pages as long as it's limited to 15?

A: Either is fine

Q: For the evaluation criteria, do you have a weighted score that you will be using? If so, could you elaborate on the scoring system and which criteria will be the most heavily weighted?

A: The proposals will be judged on the following: Project approach; Previous, similar experience; cost; references; and qualifications of staff. The exact weighting has not been established, yet.

Q: Who will be on the evaluation committee for this RFP?

A: The Utilities Director, the Water/Sewer Superintendent, and the Town Engineering Technician.

Q: Should the manhole which need to be located be found under asphalt/concrete/etc., who will be responsible for uncovering those manholes for inspection?

A: If the manhole is under pavement, or a more permanent obstacle, the Town will make arrangements to uncover.

Q: On the proposal form, for Item No. 2 (Collection System Manhole Location), should the unit price include inspection of those manholes in addition to locating, or will the cost of inspection for those manholes be covered under the unit price of Item No. 1 (Collection System Manhole Inspection and Report)?

A: The manholes not yet found need to be located AND assessed... so, the price should include both.

Q: When being assigned additional structures, would these be in large batches to minimize the number of mobilizations?

A: Likely a single phase in a developing neighborhood

Q: Could you please provide a copy of the standard manhole inspection report (referenced in first paragraph of page 12 in RFP)

A: See attached

Q: Can mapping be provided showing the general location of the 162 structures needing GPS coordinates collected?

A: They are spread throughout Town. Once a contractor is selected, the Town will share its database and these will be identified

Q: Does the Town have a cost estimate for this RFP?

A: No

Q: Does the 15-page limit include the cover, tabs, resumes, and signed forms, or just the tab sections 2 - 7?

A: I am not as stringent on the limit. The intent is to decrease the amount of corporate propaganda. I get it – your company is the greatest thing since sliced bread and has been saving babies since 1776... Just focus on the part where you solve my problem

Q: Can we obtain a copy of the Pre-bid sign in sheet?

A: This will be included with Addendum No. 1

Q: Can you please help me locate a copy of the “Affidavit of Compliance (E-verify)”?

A: The e-verify program is a United States federally mandated program. The Town does not demand you use our form; but, if you do not have a standard form, feel free to use the attached.

Q: Would it be possible to extend the due date by a few days given the Labor Day weekend holiday?

A: The posting has been public for some time. An extension would be inappropriate.

E-VERIFY AFFADAVIT:

The enclosed E-VERIFY AFFIDAVIT is a standard form for the Town of Smithfield. It is NOT mandated that the bidder use this form; but, if the bidder wishes to use this form, it has been made available.

Should you have any questions regarding this Addendum, please contact me.

Sincerely,



Ted Credle,
Public Utilities Director
919-934-2798

Enclosures: Pre-Bid Sign In Sheet
 Manhole Inspection Report
 E-Verify Affidavit