



CITY OF STAMFORD
OFFICE OF ADMINISTRATION
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ADDENDUM NO. 1
(December 13, 2021)
Request for Proposals No. 850

Engineering Services for Government Center, Police Headquarters, & Old Town Hall

Addendum No. 1 is being issued to all potential respondents to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the RFP Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments should be acknowledged in the space provided on the RESPONDENT'S INFORMATION AND ACKNOWLEDGEMENT FORM. Failure to do so may subject the Bidder to disqualification.

The items and references:

Q: Please provide the current and complete organizational table for the incumbent provider to include supervisory, technical, trades and management?

We currently have two full-time engineers at the Government Center, one full-time engineer at the Stamford Police Headquarters and 1 engineer that splits his day between the Old Town Hall and the Stamford Police Headquarters.

Q: Please provide a copy of the current service agreement between the City of Stamford and the incumbent provider?

This will be the first time that the City of Stamford is going to be awarded these services as separate contracts so there is no current service agreement for just engineering services that can be provided.

Q: Is there a Collective Bargaining Unit Agreement (CBA) in place covering the services provided by the skilled trades persons employed by the incumbent contractor?

Yes the current incumbent has engineers that are involved with a current CBA.

Q: Due to the relatively small engineering crew and the potential for them to roll over to the new supplier, please provide current wage rates, seniority dates and benefit elections for the incumbent staff?

The City of Stamford only pays for their current bill rate provided by the provider which at this time is \$87.43. The City of Stamford does not have their seniority dates or benefit elections as that is through the company that they are employed by.

- Q: Please provide details on any required trades certifications expected of the engineering crew as well as details on any existing trades certification of the incumbent engineering staff?

They are Local 30 Operating Engineers.

- Q: Please provide the current and previous two (2) year's budget for the contracted services within the buildings?

This will be the first time that the City of Stamford is going to be awarded these services as separate contracts so there is no current service agreement for just engineering services that can be provided.

- Q: The Pre-Proposal Meeting was mandatory. Please provide copies of the multiple sign-in sheets from the December 2nd meeting?

Attached.

- Q: Will the City of Stamford allow any modifications, revisions or edits with comment to the anticipated Contract Agreement?

The City of Stamford will entertain any suggestions for modifications, revisions or edits to the finalized award Contract Agreement.

- Q: Regarding Prime Contractor responsibility and the potential use of subcontracted or purchased service partners, please detail what "corporate" information is required from the subcontractor or purchased service partners? Please detail any or all the specific forms that may be required?

Vendors submitting proposals to this RFP may not utilize the service of subcontractors without the prior written approval of the City of Stamford. If sub-contractors or partners are planned to be used, this should be clearly explained in the response. The prime contractor will be responsible for the entire contract performance whether or not a sub-contractor or partner is used to perform. All corporate information required in this RFP must be included for each proposed partner or sub-contractor. The proposal must also include copies of any agreements to be executed between the prime contractor and any partners or sub-contractors in the event of contract award. Under this RFP, the City of Stamford retains the right to approve all partners or sub-consultants.

- Q: Please provide detailed equipment or assets lists for all the maintained equipment currently in service at the three buildings?

We do not have a complete equipment or asset list at this time but will work on it and submit as a second Addendum.

- Q: Please provide the current and previous two (2) year's detailed lists of all work addressed by the incumbent at the three (3) buildings.

The Old Town Hall was just taken over by the City on September 1, 2021 so there is no historical as of right and is looking into installing the Angus Workorder System in the future.

The Stamford Police Headquarters was under warranty until December 31, 2020 and since then we have installed the Angus WorkOrder system but does not have the 2 years of requested work orders.

The Government Center currently does not have a workorder system in place but is in the process of looking into implementing the Angus system there as well within the next year.

Q: Please provide a detailed list of any current and known deferred maintenance.

At the present time all buildings are current on their preventative maintenance.

Q: Is there a CMMS in use currently.

No.

Q: How are work orders processed currently? Is there a system in place?

Please see above.

Q: Please describe the QA/QC process currently used to govern the contract and the performance of the incumbent supplier?

By the way of bi-weekly walkthroughs and quarterly meetings.

Q: Who is responsible for the cost of maintenance supplies, consumables, tools and equipment required to satisfy the scope of work?

The City of Stamford will provide all maintenance supplies, consumables, tools and equipment required to satisfy the scope of work.

Q: RFP Page 2 of 12 – Section 1.1 – The RFP timeline is quite aggressive. The timeline would suggest the incumbent would have a direct and distinct advantage in understanding and processing information while the balance of the competitive field would be guessing. Please consider the following:

- a. Given a contract start date of July 1, 2022, would the City of Stamford consider modifying proposal delivery timeline to permit an accommodating time to solution, cost, price and propose a project of this magnitude?
- b. A due date of January 7, 2022 would not be an unreasonable request.

The City of Stamford will be changing the due date to January 6, 2022.

Q: RFP Page 3 of 12 – Section 1.2 – Regarding the Stamford Police Internal Affairs background check:

- a. What is the LEAD time for the completion and badging of an employee?

It is usually within a week if there are no complications.

- c. If we were to hire the incumbent contractors employees and they have a current background investigation in place, are the BI's transferable?

They are transferable until they are due for their yearly background check.

Q: RFP Page 10 of 12 – Section 4.0 – The RFP suggests proposals will be evaluated by a selection committee comprised of qualified personnel from the City of Stamford based upon four (4) criteria.

- a. Not by name but by title, please identify the selection committee members.
To be determined.
- b. Please identify any weighting that may be assigned to each of the four (4) criteria
 1. Pricing
 2. Experience
 3. Work Plan
 4. References

To be determined.

Q: Are you looking for one entity to proposed on all the services listed, with some subs or are would you consider different contractors/bidders to propose on the discipline/service that they supply working separately with the City of Stamford?

The City is looking for one entity to provide all Engineering Services to all three locations.

All other terms and conditions of **RFP No. 850** remain the same.

Erik J. Larson
Purchasing Agent

Cc: Kevin Murray, Operations Manager Parks & Facilities
Purchasing Department File

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