

To: All bidders and interested parties

Subject: File No. 761/08131.SAR  
Department of Environmental Quality  
Remediation and Redevelopment Division  
Professional Services for Level of Effort Projects  
Request for Proposal  
**Addendum No. 1**

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**Please acknowledge receipt of this Addendum in your proposal.**

Below are the additional information and questions received for the above-noted project with the answers.

**Additional Information**

1. None at this time.

**Questions** - The following questions have been compiled to clarify portions of the RFP package:

- Q1 How many firms is the State of Michigan considering for the LOE list? I believe the last contract assignment in 2005 identified 10 firms for inclusion on the LOE list.

**A1. Approximately fifteen (15) to twenty (20) qualified firms.**

- Q2. Does MDMB/MDEQ have an idea of how many consultants will be selected?

**A2. See the answer to Question #1 above.**

- Q3. Do specialty contractors such as drillers or geophysical companies need to be identified as part of our team for the response to the RFP and willingness to work letters provided? If so under which response item number should this be included?

**A3 Identify the specialty contractors your firm intends to use as part of your response to item #14, page 12, of the Request for Proposal (RFP). The listed companies should only be those firms that perform work relevant to this RFP.**

Q4. In the RFP for Consultants/Subcontractors a maximum of 2 pages is provided with up to 1 page being for an explanation of how we subcontract (item 13). Item 14 asks for a complete list of all Consultants/Subcontractors used by us in the past year, which I assume is a maximum of 1 page. Being a multi disciplined engineering firm do you want Consultants/Subcontractors listed who have not been involved with environmental projects as our list would be more than one page?

**A4. Do not include Consultants/Subcontractors who have not been involved with environmental projects. Include Consultants/Subcontractors that perform work relevant to the tasks anticipated in this RFP.**

Q5. Is the organizational chart included in the page count maximum of 2 pages for the personnel staffing section?

**A5. One (1) additional page may be included with a separate figure for this information. This page will not be included in the section page count.**

Q6. In the H&S section, the degree and the dates in which training has occurred for personnel is requested. Can this be in a separate table or must this information be included in the 1 page maximum for this section?

**A6. One (1) additional page may be included with a separate table for this information. This page will not be included in the section page count.**

Q7. The resume format appears to be a 1 page format. Is that true?

**A7. Yes. One (1) page, 8 ½ by 11 inch, single sided.**

Q8. No font size is proposed for the proposal. Is there a font size requirement or a minimum font size for the proposal text?

**A8. No, but use common sense. Your proposal must be legible for a normally sighted person without magnification.**

Q9. RFP, Special Factors - On page 12 of 15 of the RFP, Special Factors, the page limit is listed "maximum 1 page"; however, the last paragraph of that section states "(if additional space is needed, please attach additional sheets)". Please clarify the maximum page limit for this section.

**A9. Two additional pages may be included if required. However, a concise narrative is preferred. The section page limit is increased to not more than three (3) pages.**

Q10. RFP, Consultants/Subcontractors - On page 12 of 15 of the RFP, Consultants/Subcontractors, the page limit listed is "maximum 2 pages". The RFP asks for responses to two specific questions; however, there are very specific submittal requirements listed in Attachment B, Appendix APPS (Item No. 1) for qualifying any Consultants/Subcontractors we anticipate utilizing. It is unclear whether we are required as part of this RFP submittal to submit the forms to qualify these Consultants/Subcontractors, and if so, will the pages listing this information be excluded from the page count?

**A10. Consultants/Subcontractors will be qualified after contract award, therefore, no submittals listed in Attachment B, Appendix APPS (Item No. 1) are required until that time. Answers to items No. 13 and No.14, page 12 of the RFP, is the required response.**

Q11. RFP, Past Performance – On page 10 of 15 of the RFP, Past Performance, the page limit listed is "maximum 1 page". We feel this page limit does not allow enough space to effectively provide a Project Description (even if brief) which clearly presents how these references/projects closely relate to the work requested in the RFP. Would the DMB consider increasing the page limit in this section (1 page per reference/project)?

**A11. Yes. The section page limit is increased to not more than four (4) pages.**

Q12. RFP, Personnel Staffing – We understand the resume pages are not included in the page count, however, is there a page limit to each individual resume presented? And are we only to present the resumes of our listed "Key Employees" as part of our response to this RFP?

**A12. There is no page limit for individual resumes, however, the resume format provided in Attachment B, Appendix FRM shall be followed for the first page of each resume.**

**Provide brief resumes for each member of your project team expected to participate on projects under this Contract. This may include personnel other than just "Key Employees".**

Q13. RFP, Professional Firm's Billing Rates – On page 14 of 15 of the RFP, Professional Firm's Billing Rates, the page limit is "maximum 5 pages", is the statement (letter) required from an Independent Auditor (attesting the overhead rates used to calculate the billing rates are in compliance with 48 CFR Chapter 1, Part 31, Subpart 31.2) excluded from the page count?

**A13. Yes, this letter is excluded from the page count.**

Q14. Are Cover Page, Table of Contents, and Tabs included in the page count?

**A14. No, they are not included.**