



# Upper Occoquan Service Authority

*Leader in Water Reclamation and Reuse*

14631 COMPTON ROAD, CENTREVILLE, VIRGINIA 20121-2506  
(703) 830-2200

**TO ALL RFP RECIPIENTS:**

For UOSA RFP

**SUBJECT: Addendum #**

The above numbered solicitation is amended as set forth below. The hour and date specified for receipt of offers:

is not extended

is extended

**OFFERORS MUST ACKNOWLEDGE** receipt of this Addendum by one of the following methods:

- a. By acknowledgement of this Addendum on Submission Form submitted with the proposal;
- b. By referencing its receipt in your Transmittal Letter

If by virtue of this Addendum you desire to change a proposal already submitted, such change may be made by letter, provided it includes reference to the solicitation and this Addendum and is received prior to the due hour and date specified.

**DESCRIPTION OF ADDENDUM:**

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*All other Terms, Conditions, Tables, Charts and Specifications, and Drawings not otherwise changed remain as originally stated or as shown.*

**ISSUED BY:**

Upper Occoquan Service Authority

A handwritten signature in black ink, appearing to read 'K. Hylton', is written over a horizontal line.

1/23/2024

Date

**Kristen Hylton, Purchasing Manager**

ATTACHMENT A TO ADDENDUM #1  
UOSA RFP 24-09  
QUESTIONS AND ANSWERS

*Q: Have any other vendors approached UOSA for alternate heat drying and pelletizer systems than those referenced in the Phase 3 C54 Solids Building U R/R Project report?*

A: No

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Q: Is a cake feed pump system evaluation part of the PER?

A: Yes

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*Q: The RFP identifies that the Renewal and Replacement Study of Phase 3 C54 Solids Building U R/R Project (study) identified three projects, with the first consisting of replacing the Berlie dryer/pelletizer and several miscellaneous related renovations. Can you confirm that the scope of the current project, subject to preliminary design review, is anticipated to generally consist of the improvements identified for the Building U R/R Project 1 (Section 4.1.2 of that report), or have there been subsequent additions or deletions to the anticipated scope identified in that section?*

A: Confirmed

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*Q: Building U R/R Project 1 includes a Cake Delivery System while Building U R/R Project 2 includes sludge transfer screws for Centrifuges No. 2 and No. 3. Can you clarify the main components comprising the Cake Delivery System that will be included in the project?*

A: It is expected that the PER will identify and recommend the components to be addressed in the project.

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*Q: Does UOSA anticipate that any air permitting assistance associated with the dryer replacement would be part of the project scope?*

A: No assistance with air permitting will be needed for the PER.

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*Q: The template for Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5, and AE-6 default to a 10 point arial font. Section 3.2.iv. identifies that the brief project plan narrative is to have a font size not less than 12 pt. Can you confirm that the 10 point arial font is suitable for the AE forms, and the minimum 12 point font requirement is limited to the additional page attached to AE-6 covering the project plan narrative to discuss recommended best practices for the division of engineer responsibilities and scope the between the Engineer and the pelletizer vendor?*

A: 10 point font will be acceptable

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*Q: For form AE-6, Supplemental Information, would it be acceptable to use the form as provided in the Excel sheet as a signed cover page for the supplemental information, with a notation that the required one page narrative and additional directly relevant supplemental material are attached as subsequent pages?*

A: Yes, that is acceptable.

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*Q: Does UOSA have a Project Code (PC#) that should be entered in the space at the top of each form AE-1 through AE-6?*

A: There is no Project Code associated with this RFP. Firms should complete the box at the top right of each form that notes the RFP#, however.

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*Q: Based on the acknowledged technical difficulties with the courtesy email distribution of the RFP to multiple potential responding firms, is there any potential for an extension of the due date by one week? This would be appreciated.*

A: UOSA found that several filters of engineering firms caught the original email distribution and marked it as SPAM. UOSA staff received notification that emails were delivered to email servers and not returned to us as undeliverable. UOSA provides direct mail copies as a courtesy only and is not required to provide these statutorily. All vendors interested in work with UOSA should monitor the website at [www.uosa.org](http://www.uosa.org) for new solicitations. UOSA also followed the requirements under the VPPA and utilized the Washington Post for advertising and our physical bid board here at the plant. As such, UOSA will not provide an extension of time due the email issues on the receiver's side.

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*Q: Will the materials (presentation, notes and/or attendee list) for the pre-proposal meeting be distributed as part of this RFP through an Addendum?*

*A: There were no materials, presentations, agendas or notes for the pre-proposal meeting. We do have the attendee list and are providing that as Attachment B to this addendum.*

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*Q: Will the pre-proposal conference for RFP 24-09 be in person this Friday at UOSA or will it be virtual?*

*A: This was answered the day it was received due to time sensitivity. Answer provided on 1/8/24 stated: It will be in person in the Sellman Room.*

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*Q: I was reaching out to inquire about the plans for the pre-proposal meeting. Can you please share any available details? Specifically, will there be a walk-through tour of the dryer building? Will there be an MS Teams meeting option?*

*A: The initial question came in via telephone message. The responses provided to the requestor were provided at the time each was received due to time sensitivity.*

*Answer provided on 1/2/24 regarding phone message:*

I received your phone message. I cannot reach out to you via phone. Please submit any questions in writing as stated in the RFP. Thank you.

*Answer provided one 1/2/24 once question was received in writing:*

Thanks for following up in writing. For reasons of transparency to all potential offerors I need to document all questions and answers in the first addendum when it is issued.

Typically, we don't answer questions until then, however since your question involves the pre-proposal conference, I wanted to get back to you.

We only do the conference in person since COVID restrictions have passed. Our CI group will lead the Q&A portion and typically they do allow time and offer the group the opportunity for a site visit if the group would like to have one during the conference immediately following the Q&A portion.

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*Q: {UOSA note: This question has multiple parts, each of which is answered separately and indicated by 'A:' before the answer to each piece}  
We recognize UOSA has decided to use a standard form for this RFP and have a few questions.*

*On Form AE-2, can we replace the listed roles under item #6 to match the personnel within our firm?*

A: Each Firm should review the instructions carefully provided with the DGS forms. Form AE-1 will be the primary form utilized to describe your personnel and roles for the local office from which the majority of work will be performed. To ensure your Firm is adequately represented, you may change those roles on AE-1 to match your Firm's personnel who will work on this project. If your listing exceeds the spaces available, you may utilize a second page for this.

Form AE-2 should only be utilized for your personnel who work in other office locations outside the primary local office or for sub-consultants/partner firms you may use for this work. If your 'other office' or proposed sub-consultants or partners have personnel that are different from what is listed on AE-2, then it may be changed to match that office location, sub-consultant or partner personnel. Your Firm should utilize separate AE-2 forms for each 'other office', sub-consultant or partner you may anticipate using in the project.

*On Form AE-3, the following functions are pre-populated. Can we redefine these function titles and add lines for additional key personnel to reflect the qualifications necessary for this project?*

- *Project Manager*
- *Architect*
- *Structural Engineer*
- *Mechanical Engineer*
- *Electrical Engineer*
- *Civil Engineer*

A: Yes – as stated in the question above regarding changing titles on AE-1 and AE-2. However, please ensure that any title adjustments or changes that are made to AE-3 match directly to changes and lists in the other forms to avoid confusion during evaluation.

*On Form AE-4, is it acceptable to provide a short narrative about each relevant project to provide UOSA with meaningful details to evaluate each person's qualifications? This would likely spill to a second page.*

A: It is assumed that any relevant project information provided in response to item 8 on AE-4 would have corresponding AE-5 forms. Each relevant project should have an individual and separate AE-5 form.

*Generally, all pages are set up to print to one page. Can all fillable forms be expanded to print to two or more pages?*

A: It is preferred that the existing forms not be expanded but that a separate sheet be included and noted as a continuation form of the relevant sheet. For example, if you have a personnel listing on AE-1 that is longer than the space provided, please use the last line to indicate 'listing continued on additional sheet for AE-1'

or some similar language. Please title any additional sheets clearly as “PAGE XX  
CONTINUATION SHEET FOR FORM AE-x”

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*Q: Can you forward the following per the instructions in the RFP.*

The master plan and renewal and replacement study of Phase 3 C54 Solids Building R/R  
Project commissioned by UOSA and performed by Jacobs Engineering.

A: The documents were provided via dropbox link to the requestor.

**END OF QUESTIONS AND ANSWERS**

ATTACHMENT B TO ADDENDUM #1  
UOSA RFP 24-09  
PRE-PROPOSAL CONFERENCE ATTENDEE LIST

# RFP 24-09 Professional Engineering Services for UOSA Building U

## Pelletizer

### Pre-Bid Conference

12-Jan-24

Attendees:

Name	Company	Phone	Email Address
Kristen Lytton	UOSA		
DON FORGAS	JACOBS	540-272-2354	DON.FORGAS@JACOBS.COM
RICH VOIGT	JACOBS	571-214-5986	RICH.VOIGT@JACOBS.COM
CHRIS DEBARBADILLO	Black & Veatch	443-510-1227	debarbadillo@bv.com
Engin Guven	B & V	202-341-8073	GUVEN@BV.COM
HARI SANTHA	BLACK & VEATCH	(703) 371-4350	SANTHA@BV.COM
DEREK DUSSEK	WRA	704 322 5821	ddusseck@wralp.com
DAVID NELSON	WRA	443-2244641	DNELSON@WRALP.COM
Andres Casan	WRA	703-6061679	ACASAN@WRALP.COM
CHRIS COLLINGS	UOSA	703-224-0500	christphcollings@uosa.org
John Fairhart	UOSA		

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