



Government Support Services – Contracting
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July 15, 2011

TO: **ALL OFFERORS**

FROM: **PETER KOROLYK
STATE CONTRACT PROCUREMENT OFFICER**

SUBJECT: **ADDENDUM FOR REQUEST FOR PROPOSAL
CONTRACT NO. OMB11001-PROJECT_MGMT
TEMPORARY PROJECT REPRESENTATIVE**

ADDENDUM #1

The State of Delaware Office of Management and Budget, Division of Facilities Management (DFM) provided potential vendors with an opportunity to submit questions about the above referenced Request for Proposal (RFP). The following are a summary of the questions and answers to all queries submitted to DFM by the July 8th, 2011 deadline.

1. What do you mean by “familiarity with public works and its requirements”?

DFM is looking for whether or not your firm has provided staff that has worked on State of Delaware Public Works projects, and are they familiar with the procedures and the processes associated with them.

2. What do you mean by the “thoroughness and completeness of the proposal relative to the requirements”?

DFM is looking for thorough and complete proposals. A firm’s ability to accurately and descriptively convey their abilities will be a factor into the success of each bid response and the overall bid evaluations.

3. What do you mean by “consideration for assimilation of existing assigned resource”?

We have existing staff that are under contract and we are looking for information on how you would address their assimilation into your program.

4. Is the Project Management RFP for architectural firms to pursue?

The RFP is for vendors to supply staff as noted in the solicitation. DFM is not making a determination as to the types of firms that can bid, only whether or not they can provide what was requested.

5. What is the duration of the temporary contract?

The duration of the contract is three (3) years with two (2) additional one (1) year extensions that may be utilized.

6. Is the prime vendor the architect?

The prime vendor is the firm that is providing the service in the solicitation.

7. Should the architect include a full team of consultants like M/E/P, Structural, Civil Engineering, etc.?

The vendor is to provide staffing as requested. We are looking for specific positions at various times based on project workload.

8. What specific projects are being completed under this contract?

No specific projects have been identified at the time of this solicitation. DFM will review the statewide projects and utilization of the contract services will vary depending on need within each division in the State.

9. Does the responding proposal have to only address the items contained in item "V. Proposal Reply Section for"? Or should it also include "Section II. Required Information"? (Note in order to minimize confusion note that both sections have other numbers in the Table of Contents).

For clarification purposes, Section III (Positions and Classifications), as noted on RFP page 2 Table of Contents, is actually part of Section II (Scope of Services). The Table of Contents' numeric order of the Sections should be as follows:

- I. Introduction
- II. Scope of Service (Includes Positions and Clarifications)
- III. Required Information
- IV. Professional Services Administrative Information
- V. Proposal Reply Section

The responding proposal should provide for all information requested in Section III (Required information) and adhere to or utilize the forms in Section V (Proposal Reply Section).

10. If "Section II Required Information" is part of the proposal, could you please clarify if 2. *Expertise (for the particular project under consideration)* is asking for our experience with similar assignments or are there specific projects that we should address? If so what are they?

DFM is looking for similar project experiences (i.e. Public Works projects).

11. Please clarify if the proposal should respond to a section entitled: 7. Thoroughness and completeness of the proposal relative to the requirements?

As also clarified in a prior question, DFM is looking for thorough and complete proposals. A firm's ability to accurately and descriptively convey their abilities will be a factor into the success of each bid response and the overall bid evaluations.

12. Is it the intent for the successful firm to hire the individuals currently working on your projects, or bring on new people?

It is expected that the successful bidder will assimilate existing contractors into their contract with the State of Delaware and also if needed, depending on workload, bring on new people.

13. Is the name of the firm currently providing these services public knowledge? Could you inform us who they are?

The name of the firm providing these services is Synerfac and they are located in New Castle, DE.

14. RFP Page 3, Section II. Scope of Services: The selected vendor(s) must be able to provide qualified staff to:

- Construction Project Manager,
- Architect,
- Building Support Systems Engineer,
- Environmental Health Specialist.

Please clarify: Does this mean that the selected vendor(s) provide staffing to perform the scope of services as well as support the scope of services, or does it mean to provide support staff to the state staff that are already performing these services?

The selected vendor will provide staff to perform the scope of services described in the solicitation.

15. Are these scope of services expected to be provided in the office of the vendor, or within the office of OMB? This is an important question as it may affect the overhead costs associated with Rate Structure and Mark-ups.

Scope of services will be provided within the offices of OMB/DFM as well as in the field at project site locations.

16. Please provide the name of the current vendor(s) and the location where they execute the scope of services listed in this RFP.

The name of the firm providing these services is Synerfac and they are located in New Castle, DE.

All other terms and conditions remain the same.