

**CHESAPEAKE BAY BRIDGE AND TUNNEL DISTRICT**

**PARALLEL THIMBLE SHOAL TUNNEL  
REQUEST FOR QUALIFICATIONS  
#PTST-15-1**

TO: All Offerors

FROM: Chesapeake Bay Bridge and Tunnel District

SUBJECT: Addendum No. 1  
Request for Qualifications #PTST-15-1

DATE: June 5, 2015

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Enclosed and effective this date is Addendum No. 1 to the subject Request for Qualifications (“RFQ”). This addendum does not delay the deadline to submit RFQ questions or the Statement of Qualifications (“SOQ”) submission date.

The answers to the submitted Offeror questions are attached as Attachment 1.

Offerors shall acknowledge receipt of this Addendum by completing and returning Attachment C to the RFQ with Offeror’s SOQ, including reference to this Cover Letter dated June 5, 2015.

Except as noted below, all other terms and conditions set forth in the RFQ remain unchanged.

- 1) Section 3.2 of the RFQ (Pass/Fail Review) is hereby amended by the addition of the following requirement:
  6. All Key Personnel proposed by the Offeror must be fluent in English.
- 2) Attachment I, Key Personnel Resume Form, is hereby replaced in its entirety with a new Attachment I (Revised), Key Personnel Resume Form and is hereby attached to this Addendum No. 1.
- 3) The final paragraph of Section 5.2.1 shall be deleted in its entirety and replaced by the following paragraph:

All printing, except for the front cover of the SOQs, should be Times New Roman, with a font of 12-point. Required forms that use fonts other than Times New Roman shall be completed using the same font as used in the original form. The organization charts may use 10-point size font. The format and appearance of the Key Personnel Resume Form and the Work History Forms should not be modified. The Key Personnel Resume Forms shall not

exceed three (3) pages for each Key Personnel. The Work History Forms shall not exceed two (2) pages per project for the Lead Contractor and Lead Designer.

- 4) The final paragraphs of Sections 4.4.1 and 4.5.1 shall be deleted in their entirety and replaced by the following:

Any narrative statement provided by Offeror to amplify or supplement the Work History Forms shall be limited to no more than two (2) single-sided pages, inclusive of the first page of the Work History Form, for a total of two (2) pages per project.

- 5) The two (2) page limit shown for the Surety Letter in Attachment D, SOQ Checklist, is hereby deleted and replaced by N/A.
- 6) The two (2) page limit shown for Attachment E in Attachment D, SOQ Checklist, is hereby deleted and replaced by N/A. Continuation pages for Attachment E may be used as necessary in order to comply with the requirements set forth in Section 4.2.9.
- 7) The two (2) page limit shown for Attachment K in Attachment D, SOQ Checklist is for each company. However, the page limit may be exceeded as may be necessary if details, explanation or other supplementary information as called for in Attachment K are applicable.

Sincerely,

Robert Johnson  
Director of Maintenance/Director of Parallel Thimble Shoal Tunnel Project

**ADDENDUM 1 – ATTACHMENT 1  
QUESTIONS AND ANSWERS**

RFI #	DATE RECEIVED	RFQ REFERENCE	OFFEROR QUESTION	RESPONSE
1	5/26/15	4.3.7	If the Offeror, or equity member of the Offeror, is a subsidiary of a parent acting as guarantor, will it be acceptable to submit the parent company financials? For instance, can Company A submit Parent Company B financial statements?	No.
2	5/26/15	4.4.2 4.5.2 5.2.2	The SOQ is to be prepared on 8.5"x11" (except for form J-1, 2). Due to the size of the organizations we request that the organization charts be allowed to be prepared on 11"x17" and folded to 8.5"x11".	Offerors may prepare organization charts on 11" X 17" paper and fold them to 8.5" X 11".
3	5/26/15	4.6.1	Please confirm the following interpretation of which entity completes Attachment F-1 versus F-2: <ul style="list-style-type: none"> <li>• F-1 – Offeror and any entities who make up the offeror (case of JV)</li> <li>• F-2 – Any subcontractors of the Offeror (i.e. Lead Designer, construction subcontractors on org chart, and subconsultants of lead designer)</li> </ul>	This interpretation is correct.
4	5/26/15	6.6.2	Please clarify does the District want a single executed Attachment G for the offeror or one from each entity completing Attachments F-1 and F-2.	See 4.6.2. Offeror should execute a single Attachment G which covers all business entities of Offeror or on Offeror's team.
5	5/26/15	5.2.2	The SOQ is required to be completed in Times New Roman size 12 font. Several of the attachments provided are not created with this font size and type. We request the following changes: <ul style="list-style-type: none"> <li>• Attachment E – Complete with font Arial size 10</li> <li>• Attachment H - Complete with font Arial size 10</li> <li>• Attachment I - Complete with font Arial size 10 (same size as current text)</li> <li>• Attachment K - Complete with font Times new Roman size 10 (same size as current text)</li> </ul>	Attachments can be completed using the same font as is used in the attachment. Section 5.1.2 will be amended accordingly in Addendum #1.

6	5/26/15	5.2.3	The RFQ requires that all supporting documentation being included in the appropriate section but with no specific direction for the financial statements required in 4.3.7. Three years of financial statements represent numerous pages. We request that these financial statements be allowed to be placed in an appendix We further request that we only submit one hard copy (in the SOQ marked “Original”) and one in electronic format	The financial statements shall be submitted pursuant to the SOQ checklist as the last part of the Offeror’s General Qualifications. There is no page limit or formatting requirements for the financial statements. All SOQs, original and copies shall be complete submissions including all requirements of the RFQ.
7	5/26/15	Att D	Please clarify that the page limits for Attachments F-1, F-2, G, and K are limits per executed form not for that SOQ section as a whole. We will have several entities that are required to submit these forms.	Correct. The page limits for Attachments F-1, F-2, G and K are limits per executed form.
8	5/26/15	Att D 4.4.1 4.5.1	Both Bored Tunnel Experience and ITT Experience page counts indicated in Attachment D are 2 per project. However, the related sections 4.4.1 and 4.5.1 indicate that “Any narrative statement provided by Offeror to amplify or supplement the Work History Forms shall be limited to 2 single pages. This would mean that the total page count per project could be 2 (Work History Form) + 2 pages to supplement = 4 pages per project. Please clarify if this interpretation is correct.	Forms J-1 and J-2 include a section for narrative on page 1 and an additional page of narrative equals a total of 2 pages of narrative for a total of 2 pages per Project, including the first page of the Form. The RFQ will be amended to clarify this in Addendum 1.
9	5/26/15	Att D	Please remove the page limits on the Surety letter requirement. The letter which includes several pages for Power of Attorney will exceed the 2 page limit.	Addendum 1 will remove the page limit for the Surety letter.
10	5/15/2015	4.2.5	Where the Offeror is a construction joint venture, does “Lead Contractor” mean:  1. All members of the construction joint venture, or 2. The leader / majority stakeholder (largest equity partner?) of the construction joint venture?	If the Offeror is a joint venture, the District will accept for evaluation on Form J-1 relevant project experience from any joint venture member who is performing at least 20% of the project work. This answer applies to the requirements for Lead Contractor project experience set forth in RFQ Sections 4.3.1, 4.4.1 and 4.5.1.
11	5/15/2015	4.3.1 Att D	Section 4.3.1 requires 3-6 projects to demonstrate the experience of the Lead Contractor and the Lead Designer. Under the SOQ checklist, Attachments J-1 and J-2 give the Lead Contractor and the Lead Designer 12 pages each for their projects (2 pages per project).  Please confirm that the intent of the RFQ is that the Offeror may submit a maximum of 12 projects up to six projects each for the Lead Contractor and the Lead Designer.	Confirmed.

12	5/15/2015	2.3.2	<p>To our understanding, there are no fabricators of “pre-cast, pre-stressed spun cylinder piles.”</p> <p>Are both pre-stressed static-cast cylinder piles and post-tensioned spun-cast cylinder piles permitted?</p>	<p>“Pre-cast, pre-stressed spun cylinder piles” shall equate to “spun-cast concrete cylinder piles”, such as those manufactured by Gulf Coast Prestress, Inc. or Bayshore Concrete Products or equal. Static-cast cylinder piles are not allowed for use on this Project.</p>
13	5/15/2015	Att E	<p>This broad definition of Affiliates could result in an extensive list of Affiliated companies. In addition to listing the Offeror’s subsidiaries, may the Offeror limit this list to Affiliates that exercise direct / indirect control over the member companies of the Offeror?</p>	<p>The definition of Affiliate in Section 4.2.9 shall apply.</p>
14	5/28/2015	3.5.2 4.5.2	<p>Sections 3.5.2 and 4.5.2 request an Organizational Chart that includes relevant disciplines and clearly shows reporting relationships. For us to show our whole organization will require a 11x17 page. Section 5.2 implies that only work history forms may be submitted on 11x17 inch paper. Please confirm: (a) that the use of an 11x17 paper for the Organizational Chart is acceptable, and (b) that this chart will count as one page and will be added to the ten page limit in Section 4.5.2 (Immersed Tube Tunnel Organization), for a total of eleven pages. (c) Would the CBBT consider the use of a ten point font on the organizational chart?</p>	<p>See response to Question #2. 10-point Time Roman font may be used on organization charts and Section 5.2.1 shall be revised accordingly in Addendum 1. The 10 page maximum for Sections 3.5.2 and 4.5.2 is inclusive of the organization chart.</p>
15	5/28/2015	4.2.9	<p>Section 4.2.9 requires the Offeror to list all affiliated or subsidiary companies on Attachment E, which allows for 12 entries. Attachment D places a limit of one page on Attachment E. An Offeror may consist of several large firms, each with multiple affiliated or subsidiary companies that will not fit within the one page limit. Please change or remove the page limit on Attachment E to allow the Offeror to submit a compliant list.</p>	<p>Offeror’s may use continuation pages for Attachment E as may be necessary to comply with the requirements of Section 4.2.9.</p>
16	5/28/2015	4.2.5	<p>Please confirm that the “Lead Contractor” referenced in Section 4.2.5 (and throughout the RFQ) is defined as the member of the Offeror’s team, whether a single entity or a joint venture (incorporated or unincorporated), partnership, or limited liability company, that will serve as the prime/general contractor responsible for overall construction of the Project.</p>	<p>See answer to Question #10.</p>

17	5/28/2015	4.2.5	Please confirm that the “Lead Designer” referenced in Section 4.2.5 (and throughout the RFQ) is defined as the member of the Offeror’s team, whether a single entity or a joint venture (incorporated or unincorporated), partnership, or limited liability company, that will serve as the prime design consulting firm responsible for the overall design of the Project.	Confirmed.
18	5/28/2015	3.4.3	Section 3.4.3, bullet 3 says (in part) “The Design Manager (DM) shall be the Engineer of Record for the project and shall be eligible to be a licensed Professional Engineer in the Commonwealth of Virginia.” Please clarify that “Engineer of Record” means that the DM speaks as the final authority on the team regarding engineering issues; not that the DM is expected to have personally sealed all plan sheets (even though the DM has to be a Virginia PE).	Confirmed.
19	5/28/2015	3.3	Section 3.3 (Offeror’s General Qualifications) states that an Offeror shall receive higher qualification scores for projects constructed in similar environments. Are we correct to understand that in the context of the Thimble Shoal Parallel Tunnel project that “environment” includes: • Projects constructed in the United States, under the rules and regulations in force in this country • Projects constructed in the Mid-Atlantic region • Projects constructed in a similar geophysical environment • Projects constructed in a similar metocean environment • Projects constructed in a similar marketplace environment, including utilization of regional labor and vendor resources.	The term “similar environment” means a similar physical (i.e., geotechnical and marine) environment.
20	5/28/2015	4.3.6	Section 4.3.6 (Safety Record) requires that each individual equity owner of the Offeror submit the forms provided in Attachment K along with the forms and logs identified by Attachment K. Please change the page limit (currently set at two pages) shown on Attachment D to allow the Offeror to submit all required forms and logs.	The 2 page limit is per company, however the page limit may be exceeded as may be necessary to provide the details or explanations called for in Attachment K. A clarification will be provided in Addendum 1.
21	5/28/2015	Att J-1 Att J-2	The Work History Forms, Attachments J-1 and J-2, ask for “Name of Lead Engineer for the project” in block g. Please confirm that for Attachment J-2 this information will be the same as provided in block b for the “Prime Design Consulting Firm”.	Confirmed.

22	6/1/2015	2.6	<p>Item 5 of Section 2.6 requires an SOQ Submission Date of July 6, 2015. Based on the amount of information and the level of effort required to submit a competitive SOQ, including the July 4th weekend, we respectfully request a minimum four-week extension of this date to August 3, 2015. If an extension of this date is not possible, we request that the requirements of the RFQ be revised to focus on Offeror qualifications, e.g., Sections 4.3.1 Project Experience and 4.3.3 Key Personnel, and defer the requirements of Section 4.3.2 Understanding of the Project, and narrative requirements of Sections 4.4.2, Bored Tunnel Organization, and/or 4.5.2, Immersed Tube Tunnel Organization, into the subsequent Request for Proposals requirements. This will allow more reasonable time to prepare and submit the Offeror Qualifications, and assess Offeror qualifications to determine a short-list. These narratives can then be included as part of the Proposal requirements.</p>	<p>SOQs must be submitted in accordance with the schedule and requirements set forth in the RFQ.</p>
23	6/1/2015	3.3.3	<p>Per the RFQ, the requirement for the Lead Mechanical Engineer position is as follows: "Lead Mechanical Engineer with (15) of more years of experience in the design of tunnel systems including ventilation, fire protection, drainage, and emergency egress, as well as demonstrable experience with fire engineering, CFD modeling, and the application of the NFPA 502 Standard for Road Tunnels, Bridges, and Other Limited Access Highways." This requirement is very broad and encompasses several distinct specialties. Most mechanical engineers cannot meet all of these requirements. Is it permissible to submit qualifications for two or more mechanical engineers that have the combined qualifications required by this position?</p>	<p>The Lead Mechanical Engineer submitted with the SOQ will be evaluated based upon the stated requirements in the RFQ.</p>
24	6/1/2015	4.4.1	<p>This section requests (2) projects "...for large diameter roadway or rail tunnels...in similar geologic environments..." We request that this be revised to allow Offeror's experience with tunnels of similar diameter and geologic environments of any type, including water, CSO, etc., since the design and construction challenges encountered in other types of tunnels can be similar or greater than those of the Parallel Thimble Shoal Tunnel Project, regardless of the subsequent construction that takes place within the tunnel.</p>	<p>Projects submitted with the SOQ must meet the requirements set forth in the RFQ.</p>

25	6/3/2015	2.6	Is there any possibility to extend the deadlines for submission of RFQ questions, the District's response to RFQ questions and the SOQ submission date?	No.
24	6/3/2015	4.3.2	Please clarify whether public outreach/communications efforts will be led by CBBT or will it be part of the scope of work for the design-builder? The intent of the question is to determine whether our communications effort is a supporting role to CBBT or leading the entire effort.	There is no public outreach work included in the scope of work. The only requirements for communications relate to the Offeror's plan for communicating with the District and key stakeholders, such as the maritime community and regulatory agencies, during design and construction.
25	6/3/2015	2.6	Please consider moving the SOQ submission date up to July 2, 2015. This way any firms that wish to turn the SOQ in early need not worry about an addendum being issued after they turn in their SOQ	The SOQ submission date will not be changed. The final date for issuance of addenda, as set forth in Section 2.6, is 6/19/15.



**KEY PERSONNEL RESUME FORM**

<b>Brief Resume of Key Personnel anticipated for the Project.</b>	
a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which you are now associated:	
d. Years experience: With this Firm ____ Years With Other Firms ____ Years Please list chronologically (most recent experience first) your employment history, position, general responsibilities, and duration of employment for the last fifteen (15) years. (NOTE: If you have less than 15 years of experience, please list the experience for those years you have worked. Project specific experience shall be included in Section (g) below):	
e. Education: Name & Location of Institution(s)/Degree(s)/Year/Specialization:	
f. Active Registration: Year First Registered/ Discipline/VA Registration #:	
g. References:	
1. Name of Project: Start/Finish Dates of Project: Reference Name: Reference Email: Reference Telephone:	
2. Name of Project: Start/Finish Dates of Project: Reference Name: Reference Email: Reference Telephone	
3. Name of Project: Start/Finish Dates of Project: Reference Name: Reference Email: Reference Telephone	

- h. Document the extent and depth of your experience and qualifications relevant to the Project.
1. *Note your specific responsibilities and authorities for each project, not those of the firm.*
  2. *Note whether experience is with current firm or with other firm.*
  3. *Provide beginning and end dates for each project; projects older than fifteen (15) years will not be considered for evaluation.*

**(List at least three (3), but no more than five (5) relevant projects\* for which you have performed a similar function.)**

\* On-call contracts with multiple task orders (on multiple projects) may not be listed as a single project.

- i. Provide a current list of assignments, role, and the anticipated duration of each assignment.

- j. Does this individual speak fluent English? Yes  No