

RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY

---

INCIDENT RESPONSE & MISCELLANEOUS MAINTENANCE SERVICES 2023

\*\*\*\*\*

ADDENDUM NO. 1

September 8, 2023

DESCRIPTION

The attached pages are issued to amend and become part of the Contract Documents.

Contractor shall acknowledge receipt of this Addendum on the Receipt of Addenda form. Failure to complete and include the RA-1 form in the bid package may cause bid to be found irregular.

**There is no change in the date that bids are due from the dates contained in the Invitation to Bid.**

**Questions Received by RMTA**

The RMTA offers the following answers to questions formally received from potential bidders on or before September 6, 2023 at 5:00 PM.

- 1. Section IV, Part A: Will RMTA provide all materials for minor planned and unplanned maintenance? This section only includes materials for fence repairs, pothole repairs, sand and salt.**

**Answer** – The Authority will provide materials for fence repairs, pothole repairs, sand and salt.

- 2. Scope includes tree removal. Does this only include trees that have fallen or does this include any dead trees or hazardous standing tree removal?**

**Answer** – See IFB Section IV, Part A and Section IV, Part E, item #6.

- 3. Will the installation of Permanent Signs be the responsibility of the Contractor and if Contractor is required to install Permanent Signs will the Signs be provided by the RMTA?**

**Answer** – Should the Authority direct the Contractor to install a permanent roadside sign as a part of a planned minor maintenance work order, the Authority will provide the Contractor with the sign to be installed.

- 4. Will the temporary traffic control equipment and devices for all minor planned and unplanned maintenance be paid for under Bid Tab line items for traffic control services in addition to the Maintenance of Traffic Truck and Personnel Services line items?**

**Answer** – No. Payment will be made per the payment terms and methods defined in the Invitation for Bid Specifications.

- 5. Section IV, Part C-2, Item o) in this section requires Contractor to provide any specialized equipment required to complete work or as requested by the RMTA. The equipment is to be paid for on an hourly basis. How will the hourly rates for this pay item be determined?**

**Answer** – See Section IX, Part O.

- 6. Is there a markup for overhead and profit allowed under this contract?**

**Answer** – See Section IV – “*Bid Prices*”

- 7. Section X, Item 22: If the RMTA elects to exercise the option to renew, does the Contractor have mutual ability to decline the renewal option and terminate contract at the end of the term without default?**

**Answer** – See Section X, Item #6.

- 8. Please confirm the Highway, Overhead Sign Lighting or related assets are not included in this contract.**

**Answer** – Repair or replacement of highway lighting or overhead sign lighting is not a part of this Contract. This doesn’t absolve the Contractor of its responsibility to remove and/or mitigate hazardous conditions as a result of any debris or structures on the roadway as a result of an incident occurring within the Authority’s right of way.

- 9. Please confirm that other than mitigating Third Party Claim damages, the repairs for these damages are not included in this contract. E.g., Guardrail, Barrier Walls, Light poles and etc.**

**Answer** – See Section X, item #7.

- 10. Please confirm that Mowing/Litter or Mechanical Sweeping cycles will not be included in this contract.**

**Answer** – Highway mowing and mechanical sweeping are not a part of this Contract. However, litter and debris removal are covered under planned and unplanned minor maintenance activities. Additionally, weed eating in and around curbs, gutters, roadway shoulders, etc. is covered under planned and unplanned minor maintenance activities.

- 11. Please confirm only one Area is included in the contract and the Area is the defined as the RMTA system as noted in Attachment A.**

**Answer** – Incident response and miscellaneous maintenance services under this Contract shall be performed only within the RMTA's right-of-way limits as detailed in Attachment A of the IFB document.

- 12. Please confirm no bonding is required.**

**Answer** – Correct.

- 13. Page 23. Section X. Special Terms and Conditions. Item 3. Award to Multiple Bidders. How does the RMTA plan to administer, direct and hold accountable multiple contractors for a contract such as this the requires significant coordination and timeliness to meet contract expectations? Please consider revising to award to one bidder.**

**Answer** – The Authority reserves it right to contract with multiple bidders if the Authority deems it in its best interest.

- 14. Attachment B. Minimum Equipment Requirements. Att. B. shows only 1 Portable Changeable Message Board in the Area totals. Yet Attachment D has two listed and the Bid Sheet line 22 notes requires two (2). Please confirm two is the correct number.**

**Answer** – One (1) is the correct number of portable changeable message boards required per Attachment B. Attachment D has been corrected to reflect only one (1) portable changeable message board and included as part of Addendum No. 1.

- 15. Bid item 5 – MOT traffic truck with operator, after hour incident response. It is assumed that this item is the MOT truck/trailer listed in Attachment B in the farthest left column with the largest qualities of minimum equipment required. Please confirm or advise otherwise.**

**Answer** – Correct. See Section IV, Part C.2

- 16. If confirmed, please also confirm that this truck (or trailer) should be available for use at any time, not just after hour incident response. If not, please clarify or otherwise advise.**

**Answer** – Refer to question #15 answer.

**17. Page 6. Section IV. C.2. a. (7<sup>th</sup> paragraph). This section states the Contractor shall have and maintain on hand for immediate use, at any time, one (1) MOT (Maintenance of Traffic) Truck or Trailer, capable of carrying all necessary Temporary Traffic Control (TTC) devices, signs, equipment, and appurtenances necessary to install, maintain, and remove an interstate closure with applicable detour in accordance with the latest edition of the Virginia Work Area Protection Manual within two hours of initial notification. Question: If the bidder chooses to utilize a trailer for this, does a separate truck need to be also included in the pay item to pull it or can one of the other trucks included within other pay items be used to pull it?**

**Answer – One of the other trucks may be utilized to pull the trailer.**

**Form RA-1 included for use**

Bidders are instructed to complete and include the attached RA-1 form to acknowledge receipt of all addenda and should include this completed form in their Bid Submissions due on Tuesday, September 19, 2023 at 10:00 AM EST.

RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY



INCIDENT RESPONSE & MISCELLANOUS MAINTENANCE SERVICES – 2023  
INVITATION FOR BID

\*\*\*\*\*

RECEIPT OF ADDENDA

I/We hereby acknowledge receipt of the following addenda and have made the necessary revisions to the Contractor’s Proposal, plans, and specifications, etc., and agree that these addenda are included in the Contractor’s Proposal.

Addenda #	<u>Signature</u>	<u>Date</u>
1.	_____	
2.	_____	
3.	_____	

I understand that failure to confirm receipt of addenda may cause the bid to be irregular.



**IFB #: RMTA Incident Response – 2023**

**Attachment D**  
**VENDOR QUALIFICATION / EQUIPMENT**  
**INVENTORY CERTIFICATION**

**All bidders responding to this IFB are required to complete equipment information for each piece of equipment listed in question #4.**

**Failure to complete this attachment may render the bid non-responsive.**

1. Name of Business: \_\_\_\_\_
2. Name of Owner or Chief Executive Officer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_
3. How many years has the firm been in the business of performing the services called for in this IFB? \_\_\_\_\_
4. All equipment that will require inspection by RMTA prior to Notice of Award is listed below.
  - **In Column 1 place an “O” beside each piece of owned equipment.** Place N/A in any block (YEAR/MAKE/MODEL/CAPACITY/ID#/VIN) that does not apply for owned equipment
  - **In Column 1 place an “R” beside each piece of equipment that will be rented/leased or sub-contracted**
  - **In Column 1 place a “P” beside each piece of equipment that is to be purchased.**
  - For rented, subcontracted or purchased equipment no detail (Year/Make/Model/Capacity/ID#/VIN) is required at time of bid submission.
  - See #5 for rented/leased, sub-contracted or purchased equipment requirements.
  - RMTA may inspect any equipment used in the performance of this contract at any time during the performance of this contract. Any substitutes for equipment listed below must be inspected and approved prior to being used in performance of this contract.

“O” “R” “P”	DESCRIPTION	YEAR	MAKE	MODEL	CAPACITY	ID #/VIN
	Maintenance of Traffic Truck - Supervisor					
	Maintenance of Traffic Truck – Skilled Highway Worker					
	Maintenance of Traffic Truck – Skilled Highway Worker					
	Maintenance of Traffic Truck – Skilled Highway Worker					
	Maintenance of Traffic Truck – After Hours					



“O” “R” “P”	DESCRIPTION	YEAR	MAKE	MODEL	CAPACITY	ID #/VIN
	Crash Cushion					
	Crash Cushion					
	Crash Cushion					
	Arrow Board 96"x48" Type C					
	Arrow Board 96"x48" Type C					
	Message Board 133"x71"					
	Item Deleted - addendum #1					
	Chipper					
	Skid Steer/Trailer Bucket with Broom/Bucket attachment					
	Dump Truck, Single Axle with Spreader					

5. Rented, leased equipment: Prior to Notice of Intent to Award RMTA shall require the bidder to provide a letter from the applicable entity on company letterhead stating the type of equipment with detailed equipment description and availability for the duration of the contract period, for any equipment intended for use to perform services of this IFB. This letter must be provided to the Contract Officer within 2 business days of request or the bidder will be deemed non-responsive.

Sub-Contracted equipment: Prior to Notice of Intent to Award RMTA shall require the bidder to complete the sub-contracting form identifying the company they intend to use for sub-contracting and listing of the equipment. This form must be provided to the Contract Officer within 2 business days of request or the bidder will be deemed non-responsive.

Future equipment purchase: Prior to Notice of Intent to Award, RMTA shall require the bidder to provide proof of purchase with detailed equipment description and confirmed delivery date for any equipment intended for use to perform services of this IFB. This proof of purchase must be provided to the Contract Officer within 2 business days of request or the bidder will be deemed non-responsive. All purchased equipment must be available by date of award.

6. Is any of the equipment listed above currently committed on any other contract (RMTA / non RMTA) contracts? \_\_\_ Yes \_\_\_ No If yes, identify which equipment (year, make, model, ID/VIN), where the equipment is committed, contract number(s), name the party to the contract and location.

---



---



---



ATTACHMENT  E

**State Corporation Commission Form**

Failure to complete and return this attachment may result in your bid being deemed NON-RESPONSIVE.

**IFB #: RMTA Incident Response – 2023**

**Virginia State Corporation Commission (SCC) registration information.**

The bidder: \_\_\_\_\_

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):





**ATTACHMENT F**

**NORMAL AND EMERGENCY CONTACTS**

**IFB #: RMTA Incident Response – 2023**

<b>Send Contracts To: Bidder's Name/Title</b>		<b>Primary Phone Number</b>	
<b>Bidder's Mailing Address</b>		<b>E-mail Address</b>	

<b>Contact Person's Name</b>	
<b>Cellular Telephone Number</b>	
<b>Telephone Number - Normal Work Hours</b>	
<b>Telephone Number - After Work Hours</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	

<b>Contact Person's Name</b>	
<b>Cellular Telephone Number</b>	
<b>Telephone Number - Normal Work Hours</b>	
<b>Telephone Number - After Work Hours</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	

<b>Contact Person's Name</b>	
<b>Cellular Telephone Number</b>	
<b>Telephone Number - Normal Work Hours</b>	
<b>Telephone Number - After Work Hours</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	



**ATTACHMENT G**

**IFB #: RMTA Incident Response – 2023**

**SUBCONTRACTOR APPROVAL REQUEST**

No portion of the work (including equipment) shall be subcontracted to another firm or individual **without prior written consent** of Richmond Metropolitan Transportation Authority (herein referred to as RMTA). In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish RMTA with the names, qualifications, and experience of their proposed subcontractors for agency approval. The primary contractor shall, however, remain fully liable and responsible for the work performed by its subcontractor(s) and shall assure compliance with all requirements of the contract.

List proposed subcontractor(s), including name, address, contact person, and type of work to be performed under this contract below.

<b><u>FIRM INDIVIDUAL'S NAME &amp; ADDRESS</u></b>	<b><u>CONTACT PERSON AND PHONE NUMBER</u></b>	<b><u>TYPE OF WORK TO BE PERFORMED</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TYPE OF EQUIPMENT PROPOSED SUBCONTRACTOR WILL PROVIDE**

\_\_\_\_\_

\_\_\_\_\_

**QUALIFICATIONS / EXPERIENCE LEVEL OF PROPOSED SUBCONTRACTOR**

\_\_\_\_\_

\_\_\_\_\_

Please indicate which above proposed subcontractors are certified (with DSBSD) as Small, Women Owned or Minority Businesses.

Certification Number(s): \_\_\_\_\_

\_\_\_\_\_

**FOR RMTA USE ONLY:**

The proposed subcontractor(s) listed above is/are approved and accepted under the terms and conditions of the contract requirements herein.

\_\_\_\_\_  
Signature of Authorized RMTA Representative      Date      Telephone Number



**ATTACHMENT H**

**IFB #: RMTA Incident Response – 2023**

**REFERENCES**

Bidders should provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person, the email, and the telephone/fax number.

FIRM'S NAME AND ADDRESS	CONTACT PERSON	EMAIL ADDRESS	TELEPHONE / FAX #