



To be considered responsive ALL bids must acknowledge ALL addenda on Exhibit A and submit that form with the proposal

ADDENDA # _1_

DATE ISSUED: August 16, 2023

Vendor Submission Package - Exhibit F – Proposal Questions

☐ Change ☒ Clarification ☐ Addition

Vendors are encouraged to review the updated Exhibit F in the portal, which should provide additional clarification to how many samples are requested.

Part 3, Section C – Minimum Proposer Qualifications

☒ Change ☐ Clarification ☐ Addition

ORIGINAL LANGUAGE:

- Have a State of Washington and all required local government business license(s) and endorsements.

To maximize the potential proposer pool, WTA is open to requiring this bullet be fulfilled as a condition of Contract award. In this event, proposers are cautioned that a Washington State business license AND appropriate registration with Washington Secretary of State may be required depending on how the proposers business is organized. It is the proposers responsibility for researching and being familiar with their requirements.

CHANGED LANGUAGE:

- Have a State of Washington and all required local government business license(s) and endorsements. Alternatively, out of State Proposers must demonstrate an active business license and be in good standing within their State of organization. The awarded Proposer will be required to apply for proper business license and registrations within the State of Washington within five (5) business days of the Notice of Intent to Award and provide proof of application as a condition of Contract Award. Final licensing and registrations will be required as a condition of Contract Execution. Failure to obtain proper licensing and registration within thirty (30) business days of Notice of Intent, or other timeline approved in writing by WTA, will result in revoking of the Contract Award and award to next highest scoring proposer (refer to RFP Part 4, Section G)



Part 7 – Proposer’s Checklist

☒ Change ☐ Clarification ☐ Addition

Updating the checklist to match the title of the Exhibit.

The following information, forms and documents contained in this solicitation shall be completed and submitted as the first section of the original bid document. Proposals not adhering to the provided directions may be disqualified as non-responsive.

- ☐ Proposal Form (Exhibit A)
- ☐ References (Exhibit B)
- ☐ Proposal Cost (Exhibit C)
- ☐ ~~Notarized~~ Conflict of Interest Certification (Exhibit D)
- ☐ Debarment, Compliance, Conflict of Interest (Exhibit E)
- ☐ Proposal Questions (Exhibit F)
- ☐ Work Samples

Solicitation Portal Questions and Answers

Question Text	Answer Text	Date Submitted	WTA Response Date
Must submissions for Exhibit F be formatted inline within the 2023 - 041 RFP VENDOR SUBMISSION PACKAGE.DOCX or may the questions be addressed and formatted in proposing company branding?	As we understand the question, you are asking if you should use separate sheets to provide pricing, answer questions and provide references, or just use the provided packages to respond. WTA's preference is to respond in line on the the documents provided and not create separate sheets. Please note that altering exhibits may render proposals as non-responsive.	7/20/2023	8/3/2023
Exhibit C: Price Sheet in 2023 - 041 RFP VENDOR SUBMISSION PACKAGE.DOCX states the following in the opening paragraph,"The submitted pricing must include all of the costs required to manufacture all sizes of bus shelters. This includes, but is not limited to wages, benefits, taxes, licensing, insurance, bonding, shipping, materials, equipment, and any other cost directly or indirectly related to contract performance." Does this mean you are expecting the graphic design proposer to be responsible for the manufacturing and installation of the bus shelter in addition to the design of any graphics on the bus shelter?	No, the inclusion of the words "manufacture all sizes of bus shelters" is a typo that was missed by staff. WTA expects prices provided in the proposal will include all possible costs related to providing the service requested in 2.B. For example, bus shelter graphics are being designed, any equipment or material costs related to the production of those graphics for use would need to be included in the price.	7/20/2023	8/3/2023



Question Text	Answer Text	Date Submitted	WTA Response Date
The estimated cost stated in the "details" section of 2023-041 RFP is \$100,000.00. Is that estimation for a single year or all three years of the contract?	This is a budgetary estimate for a single year. WTA does not guarantee this amount as a minimum.	7/20/2023	8/3/2023
Hello, Do you accept foreign vendors for this project? Best regards, Anco van Raalte	Please refer to minimum proposer qualifications in the RFP, section 3.C	7/20/2023	8/3/2023
In the RFP it notes to use the submission package file to provide our bid proposal. Should we provide our answers under the questions or section in which we are answering? Or should we start a new page at the end of the document and provide the answers? For example, in the reference section, should we provide the information for the three references after the formatting and before Exhibit C? For exhibit F, same question--do we simply type our answers under the sections or should we begin a new page after the instructions and write our answers? For the examples, would you like 2-5 examples of each thing that is listed? Do you want additional examples for section 3 or should they be the same? Thank you!	As we understand the question, you are asking if you should use separate sheets to provide pricing, answer questions and provide references, or just use the provided packages to respond. WTA's preference is to respond in line on the the documents provided and not create separate sheets. Please note that altering exhibits may render proposals as non-responsive.	7/28/2023	8/3/2023
For the section of Exhibit C that begins "Please review the samples at the links below" would you like us to answer questions 1 - 3, for each of the three bulleted sample materials links given?	Yes. For each sample, answer each question individually. Proposers could consider using 3 separate Exhibits C. Keep in mind that altering the exhibits will render proposals non-responsive.	8/3/2023	8/3/2023
For the section of Exhibit C that begins "What is your hourly rate for..." would you like us to reply with hourly rate costing in relation to each of the three bulleted sample links? Or would you like hourly rates that are more general and do not take the bulleted samples into account?	Costing is requested for the samples only. WTA may, at its option, request a rate card from competitive range proposers, or from the successful proposer.	8/3/2023	8/3/2023



Question Text	Answer Text	Date Submitted	WTA Response Date
<p>On page 1 of the Vendor Submission Package it states that "WTA will reject submissions if they are completed by hand and scanned into a PDF. (Refer to RFP Section 3.B for more information)" Section 3.B Proposal Guidelines of the RFP does not address nor give any clarification for submissions completed by hand and scanned into a PDF.</p> <p>Can you provide clarification for hand completed and scanned portions of the proposal? Page 23 of the RFP lists Exhibit D as "Notarized Conflict of Interest Certification" and we are uncertain how to notarize a document without signing it by hand and also how to submit it without having it scanned into a PDF.</p>	<p>RFP Section 3.B, second bullet "A proposal will be rejected when....[it is] not in the required format." The Conflict of Interest statement does not require notarization. Signatures may be digital via DocuSign or similar. If eSigning is not possible, forms may be wet signed and scanned. However, only signatures are authorized as hand completed/wet. All Exhibits must otherwise be typed.</p>	8/9/2023	8/14/2023
<p>"Insurance: The Contractor shall procure and maintain for the duration of this Agreement and for a period of not less than 3 years insurance against claims for injuries to persons or damage to property that may out of or in connection with the Contractor's own work including the work of the Contractor's agents, representatives, employees, sub-contractors or sub-Contractors....</p> <p>Commercial general liability and umbrella and/or excess liability. The Contractor shall maintain commercial general liability insurance no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. If necessary, to obtain the required limits, commercial umbrella or excess liability is permitted. Coverage shall be least as broad as Insurance Services Office (ISO) Occurrence form CG 00 01 including, but is not limited to, contractual liability, products and completed operations, property damage, and employer's liability...."</p> <p>Compliance statement, requires insurance not typically necessary for the scope of work. Please advise for completion of package.</p>	<p>WTA is not sure what the request is and is unable to provide clarification at this time. As a general policy, insurance is required for contractors performing work that may impact the general public. Insurance covers WTA in the event of a 3rd party claim resulting from the work of a contractor (see RFP Section 5.H).</p>	8/10/2023	8/14/2023



Question Text	Answer Text	Date Submitted	WTA Response Date
<p>I am sorry, maybe it would help if I clarified my question.</p> <p>Page 23 of the RFP lists Exhibit D as "Notarized Conflict of Interest Certification" and it is the fact that this document has the word "notarized" in its title that makes us unsure of how to submit it with the rest of the proposal.</p> <p>In order to get it notarized, it will have to be hand signed, and then the notarized version will have to be scanned in order to digitize it for the electronic submission.</p> <p>But, on page 1 of the Vendor Submission Package it states that "WTA will reject submissions if they are completed by hand and scanned into a PDF.</p> <p>Page 1of the Vendor Submission Package says to "Refer to RFP Section 3.B for more information," but Section 3.B Proposal Guidelines of the RFP does not address nor give any clarification for submissions completed by hand and scanned into a PDF.</p> <p>Thank you</p>	<p>Exhibit D does not require notarization.</p>	<p>8/11/2023</p>	<p>8/14/2023</p>
<p>We are an out-of-state brand design agency. What licenses are we required to have to participate?</p>	<p>Please review RFP Part 3.C Minimum Proposer Qualifications</p>	<p>8/15/2023</p>	<p>8/15/2023</p>
<p>In regards to the template of the proposal, can we add pages showing our samples to the Word document provided?</p>	<p>Yes. WTA prefers to have one (1) file for review as an efficiency for the Evaluation Team.</p>	<p>8/15/2023</p>	<p>8/15/2023</p>



Question Text	Answer Text	Date Submitted	WTA Response Date
On page 1 of document 2023 - 041 RFP VENDOR SUBMISSION PACKAGE.DOCX in the highlighted section, what is an ed exhibit? How do we add our samples and answers if we can not the exhibits?	<p>We are unable to find the specific phrase "ed exhibit" in the highlighted section on page 1 of the Submission Package.</p> <p>If you are referring to "altered exhibit", it would mean a change - OTHER THAN answering questions, filling in blanks or signing the exhibits as requested.</p> <p>A non-approved alteration would include, but not be limited to, a formatting change, wording change, crossing out or deleting words, altering the order of the response to Exhibit F.</p>	8/15/2023	8/15/2023
On Exhibit C Price Sheet, it says, "This includes, but is not limited to wages, benefits, taxes, licensing, insurance, bonding, shipping, materials, equipment, and any other cost directly or indirectly related to contract performance." We are wondering if we need to quote for the manufacturing of the sheather or if this RFP is just for the graphic design of the art that appears on the bus shelters. How does the bus sheathers build relate to the scope of work?	No, the inclusion of the words "manufacture all sizes of bus shelters" is a typo that was missed by staff. WTA expects prices provided in the proposal will include all possible costs related to providing the service requested in 2.B. For example, bus shelter graphics are being designed, any equipment or material costs related to the production of those graphics for use would need to be included in the price.	8/15/2023	8/15/2023
Exhibit F Section 3- Is there a limit or a range of samples expected for this question?	<p>At least two (2), but no more than five (5) examples.</p> <p>Section 3 should tie to the very first bullet on Exhibit F. We apologize for any confusion and will issue an updated Exhibit F as part of an Addenda.</p>	8/15/2023	8/15/2023
In Regards to 3.C. Minimum Proposer Qualifications "Have a State of Washington and all required local government business license(s) and endorsements" Can we be in the process of obtaining these at the time of submission, assuming they would be complete upon selection?	WTA would be willing to make required WA Business licenses and endorsements a requirement of contract award.	8/15/2023	8/15/2023



Question Text	Answer Text	Date Submitted	WTA Response Date
Based on the formatting requirements and expectation to complete the submission package inline on the documents provided, certain sections (e.g. Exhibit C) would require adding additional pages to the submission document to appropriately answer the questions. Without ing the existing exhibits in the submission document would adding additional pages to each each exhibit section be allowed?	As we understand the question, you are asking if you should use separate sheets to provide pricing, answer questions and provide references, or just use the provided packages to respond. WTA's preference is to respond in line on the the documents provided and not create separate sheets. WTA understands that some exhibits would carry over to another page. Please note that altering exhibits may render proposals as non-responsive (see earlier questions about what constitutes as "altering").	8/15/2023	8/15/2023
1 - Could you let us know what the upset hourly rate would be for yourselves? 2 - Could you let us know what the annual budget would be for these services? 3 - Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients across the United States, with some currently being the States of California, Colorado and Wyoming? 4 - What would be the length/life of the contract?	1 - WTA is not sure what an "upset hourly rate". UPDATE: WTA clarified with the respondent directly and was asked what the project budget was. Staff referred the requestor to the Details section of the opportunity. 2 - Refer to the "Estimated Cost" field in the Opportunity Details of the Solicitation within the portal. 3 - Local preferences are prohibited by regulations and policy. Proposers must meet the qualifications outlined in RFP Part 3.C. 4 - Refer to the "Projected Contract Data" field in the Opportunity Details of the Solicitation within the portal.	8/15/2023	8/16/2023
Proposal Forms - Header Page Under RFP#2023-041 states Factory Inspections & Buy America Audit. Do you really mean this as the title?	No. This is an error that was not caught in final proofreading. The remaining exhibits are properly titled.	8/15/2023	8/16/2023