



# North Carolina Department of Public Safety

## Purchasing and Logistics

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Casandra Skinner Hoekstra, Chief Deputy Secretary  
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### Purchasing & Logistics

# IMPORTANT RFQ ADDENDUM

March 25, 2020

**FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR REQUEST FOR QUALIFICATION TO REJECTION ON THE AFFECTED ITEM(S):**

RFQ Number: 19-RFQ-014932-GSX

COMMODITY/SERVICE: Architecture and Engineering Services

ADDENDUM Number: 01  
PURCHASER: Sherri Garte

USING AGENCY: NCORR  
EXTEND OPENING DATE/TIME: **April 3, 2020, 5:00 pm**

The Opening Date has been extended through April 3, 2020 at 5:00 pm ET.

Additional questions may be submitted and will be received until 10:00 am ET Monday, March 30, 2020.

**QUESTIONS AND ANSWERS:**

	<u>Reference</u>	<u>Vendor Question</u>	<u>Answer</u>
1		Will interviews be done in person or via web conference?	This is an ever-evolving situation. NCORR will determine this at a later point in time, and inform all Vendors who are invited for an interview.
2	3.1	3.1 states "without regard to fee other than unit price information at this stage" After review of the request it is unclear what unit pricing is to be provided. Please provide direction as to what unit pricing is being referred to.	Unit price is not being requested at the time of submission. If the Vendor is invited in for an interview, and has the highest total score, this Vendor will be requested to finalize a scope of work and negotiate a contract. At this point, unit price information will be requested from that Vendor.
3		As a part of this request will the negotiated contract for a minimum block of projects or will it be for "one-offs"  a. How many firms will be selected? Will there be a pool of selected vendors like the NY Rising model?	The contract will be based on an as needed basis; therefore, there is not a minimum block of projects.  a. The <i>single</i> highest total scoring Vendor will be requested to finalize a scope of work and negotiate a contract.

**MAILING ADDRESS:**  
4227 Mail Service Center  
Raleigh, NC 27699-4200  
[www.ncdps.gov](http://www.ncdps.gov)



**OFFICE LOCATION:**  
3030 Hammond Business Place  
Raleigh, NC 27603-3666  
Telephone (919) 743-8141  
Fax (919) 715-3731

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		b. Is there an anticipated overall workload in total and per month?	b. There is not an anticipated overall workload at this time. However there is currently, work in the queue to be completed.
4	5.1 PE inspections:	Does the PE need to physically be present on site to conduct the assessment in person or can a technology platform containing 360° photos, video etc. be utilized?  a. Page 10 states all inspection work shall be completed within 30 calendar days from WO but on page 12 it states 7 days. Please clarify.	A licensed NC Professional Engineer must be present on site to conduct the assessment in person.  a. Inspection work orders may be assigned in batch, or by individual property. Therefore, the Vendor has 30 calendar days from the time the work order is issued to complete all of the assigned inspections. Once each inspection(s) has been conducted, the Vendor has 7 days to submit that respective report for each home to NCORR.
5	5. 5.0 scope of work	Is the quantity of site visits dictated by NCORR or is it a function of whatever we feel is necessary to complete our scope of work?	Site visits are a function of whatever the Vendor deems necessary to sign and seal all completed scope of work, but all site visits must be conducted in person.
6		During the design process, what does home owner interface look like. It states that NCORR is the approving stakeholder. Will there be interface with the home owner?  a. At no point do we see any time frame for deliverables outside of the PE assessment report	No, there will be no interface with the homeowner.  a. Time frame deliverables will be negotiated with the highest total scoring Vendor who is requested to finalize a scope of work and negotiate a contract.
7	5.1	Are the cost estimates referred to in the request initiated by and provided by NCORR for our evaluation and recommendation or are we solely responsible for providing the estimates.  a. 5.1.b.1: Who establishes this budget and schedule?  b. 5.1.b.2 Who would be changing the design? NCORR or the home owner?  c. 5.1.b.3: Cost estimates again...who and where are these coming from?	a. NCORR establishes this budget and schedule.  b. NCORR will be changing the design. The homeowner will not be involved.  c. NCORR establishes this budget based on program caps, and independent cost estimates.
8		Throughout the request specifications are referred to. Are you referring to A book of specifications or just specifications listed in drawings?	Specifications on the construction drawings, and inspection reports.
9		Are there any examples available of the key deliverables such as the engineering assessments and drawing and specification standards etc.?	No, there are not any examples available. The highest total scoring Vendor will be responsible for generating these specifications, and

			standards that align Comply with all applicable local, state, and federal laws, regulations, and guidelines.
10		Will NCORR recognize NY state MWBE, SDVOB and section 3 vendors as acceptable forms of underutilized businesses in North Carolina	Vendors must be certified by the State of North Carolina to be considered an underutilized business.

**INSTRUCTIONS:**

- Check ONLY one of the following categories and return one properly executed copy of this addendum prior to RFQ opening time and date.
  - RFQ has already been mailed. Changes resulting from this addendum are as follows:  
\_\_\_\_\_
  - RFQ has already been mailed. NO CHANGES resulted from this addendum.
  - RFQ has NOT been mailed and ANY CHANGES resulting from this addendum are included in our response.

**Execute Addendum:**

VENDOR: \_\_\_\_\_

ADDRESS (CITY & STATE): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME and TITLE (Typed): \_\_\_\_\_

**DELIVERED BY US POSTAL SERVICE**

RFQ NO. 19-RFQ-014932-GSX  
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 North Carolina Department of Public Safety  
 Purchasing & Logistics  
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