OFFICE OF THE COMPTROLLER
Camp Dodge – Building 3465
7105 NW 70th Avenue
Johnston, Iowa 50131-1824

NGIA-SCO 22 Apr 21

MEMORANDUM FOR: ALL RESPONDENTS TO RFQ 582AEIDIQ21

SUBJECT: Addendum #1 to RFQ 582AEIDIQ21 – A/E IDIQ

ADDENDUM # 1

1. **QUESTIONS / ANSWERS**
The Department of Public Defense received the following questions and requests for clarification by the due date and time listed in the Request for Qualifications:

Q1 **Will the new readiness center planned by Maffitt Reservoir (DSM, IA) be one of the projects encompassed by this solicitation?**
A1 No - that project will be solicited through a separate (project specific) RFP.

Q2 **Can you clarify how you would like us to fill out the SF330 for this solicitation? Section 4.2 notes that project information is NOT required. However, the SF330 includes sections for experience. Should we leave those blank or exclude the pages entirely? In either case, which sections A-H of the SF330 Part I would you like to see submitted?**
A2 Please enter relevant experience in the SF 330 block where called for as you see fit, if you think it illuminates your firm's capabilities. Limit to last seven (7) years.

Q3 **4.2 Response packet content: States project information is NOT required for this solicitation. Does that mean A-H of Part I with exception of Section F (Projects) and G (Matrix)?**
A3 See response to Question 2.

Q4 **4.2.1.3 Part I of SF 330 (which is A-H) shall not exceed 75 pages. Can you confirm this excludes Section F (Projects) and G (Matrix)?**
A4 Yes, total length of submission is not to exceed 75 pages

Q5 **Part I: (2) Public Notice Date: do we use Notice of Solicitation on TSB Site 03-24-21 or Agency Issues Solicitation on 3-26-21?**
A5 Official Solicitation date is 3-26-2021

Q6 **On the Vendor Information Form when we click to check the Corporation box under 1099 Classification it checks all of the boxes below it too. Is this supposed to happen.**
A6 This was a formatting issue; the form has been corrected and is attached to this Addendem.

Q7 **On Attachment2_SubstituteSS-8: (what response is expected for the following questions?)**
a. Item 8a and b;
b. Item 9 expenses incurred by contractor;
c. Item 10 Type of Pay the contractor receives;
d. Item 11 can contractor incur loss…

A7 For context, the SS-8 form is required by Department of Administrative Services - State Accounting Enterprise (policy can be found here: https://das.iowa.gov/sites/default/files/acct_sae/sae_manual/240/240-102.pdf).

The purpose is to provide enough information to determine whether an employee / employer relationship exists between the State of Iowa and the contractor. For this reason, the Firm must fill out the form without guidance from our office.

The official IRS version of the SS-8 is longer but does have some additional language, which might be helpful in completing the form. Firms are welcome to submit the IRS version of the form in lieu of the version provided with the RFQ (Attachment 2 to the RFQ).

The official IRS version of the form can be found here: https://www.irs.gov/pub/irs-pdf/fss8.pdf

Q8 **Paragraph 4.1.5 lists Types of Firms. Would a Building Enclosure/Roof Consultant be approved?**

A8 No. We are hiring A/E firms to do all roof design work.

Q9 **The IAARNG sent out a 5 year IDIQ (W912LP-21-R-0001), at the end of 2020 that was very similar to this one and we had submitted for that solicitation at that time. Can you please clarify if these 2 solicitations are different? This one obviously is through the State of Iowa while the previous one went through the SAM Federal process but on the surface they appear to be very similar solicitations.**

A9 That was for the USPFO Contracting Office and will primarily be used for airbase work. This solicitation is for the State of Iowa Contracting Office and will be primarily for all work other than airbases.

Q10 **Our firm offers all services listed in Section 4.1.5 A-H. However, some services (such as structural engineering and fire protection engineering) are primarily provided by offices in neighboring states to Iowa. May we include these services, or does the service being provided have to come from the locally responding office only?**

A10 Services from out-of-state consultants may be included.

Q11 **Please confirm that we are to submit materials (firm qualifications and resumes) for our firm only and not for any subconsultant teaming partners at this time.**

A11 This solicitation is for the named consultant only; no sub-consultants.

Q12 **Please confirm that, per RFQ Section 4.2, which asks for "personnel and basic firm information only," we are not to submit pages for SF 330 Part I, Section F - Example Projects, and Part I, Section G - Key Personnel Participation in Example Projects.**

A12 Confirmed.

Q13 **Is the max fee limit of $400,000 per firm over the life of the contract, for Title I Services only or does this include Title II fees also? If limit includes Title 1 & Title II, how was this amount determined as it seems quite low for a 5+1 year contract?**

A13 Only Title I fees are used to measure the max fee.

Q14 **Does IANG desire to receive proposals from comprehensive teams (including sub-consultants for disciplines not offered by the submitting firm) or only services provided "in-house" by the submitting firm?**

A14 This solicitation is for the named consultant only; no sub-consultants.

Q15 **Does selection of consultant/firms from the rotation process take into account expertise and/or experience required for a specific project or based upon the next in-line rotation only?**

A15 Those rules are not part of this solicitation. But, as with any decision made regarding consultant slection, many factors will likely be taken into account.

Q16 **We would like to submit for multiple services (A, G, H) under one firm. Can this all be included in one response packet or would there need to be three separate response packets?**
- If multiple services can be included in one response packet, would the SF 330 need to be filled for each service provided under the firm?
- If the SF 330 can be filled out once with multiple services:
- would our firm complete a., b., and c. under "PART I, C. PROPOSED TEAM" with "11. ROLE IN THIS CONTRACT" each listing one of the three service provided?
- would our firm list example projects in "PART 1, F." for each service totalling 10 projects? Or list 10 projects for each service? Are 10 projects required or is there a different minimum amount?

A16 **One submission can cover multiple services/disciplines. Complete the SF 330 accordingly being sure to highlight relevant expertise and services for each service/discipline.**

Q17 **Are there supplemental instructions for completing the "Substitute SS-8 Form"?**

A17 See response to Question 7.

Q18 **For the SF 330, PART II, 5a "small business status", is this asking for a "yes" or "no" answer? If not, what would be an appropriate response?**

A18 "Small Business Status" refers to businesses owned by women, minority, or service-connected disabled veteran individuals. In Iowa, businesses must be certified as a Targeted Small Business with the office of Iowa Economic Development. For more information, see: https://www.iowaeda.com/small-business/targeted-small-business/
If this does not apply to your firm, "N/A" will suffice

Q19 **Confirm that Part 2 of Form 330 needs to be completed.**

A19 Confirmed.

Q20 **Confirm that project experience for individual team members is not needed.**

A20 Please enter relevant experience in the SF 330 block where called for as you see fit, if you think it illuminates your firm's capabilities. Limit to last seven (7) years.

Q21 **An architect has asked us to participate in the IDIQ as part of their team; can our Firm participate with the Architect and still respond individually via separate submittal/response?**

A21 This is not a TEAM solicitation. This solicitation is for the named consultant only; no sub-consultants.

END OF DOCUMENT

VENDOR INFORMATION FORM

SSN		EIN
	OR	

Vendor Information

Legal Name:	
Alias/DBA:	

1099 Classification:

☐	Individual	☐	LLC Filing as Sole Proprietor	☐	Corporation
☐	Employee	☐	Partnership	☐	LLC Filing as Corporation
☐	Sole Proprietor	☐	LLC Filing as Partnership	☐	Trust
☐	Estate	☐	Federal Government	☐	State Government
☐	Other Government	☐	Other Non-Profit Org	☐	Church/Religious Org

Payment Address Information

Optional Routing Information: *(if applicable)*	
Payment Street Address:	
Payment City, State, Zip:	
Phone / Fax:	
Email:	

Ordering Address Information *(Skip this section if identical to Payment address)*

Optional Routing Information: *(if applicable)*	
Ordering Street Address:	
Ordering City, State, Zip:	
Phone / Fax:	
Email:	

1099 Address Information *(Skip if identical to Payment address. Include explanation if different)*

1099 Street Address:	
1099 City, State, Zip:	
Phone / Fax:	
Explanation that the 1099 address is different than payment:	
HEADQUARTERS IS LOCATED IN THE UNITED STATES?	☐ YES ☐ NO

Contact Information of Person Completing Form:

Name:	
Phone:	
Email:	
Signature:	
Date:	