WAKE COUNTY

Facilities Design & Construction

ADDENDUM NO. 2

(Supplement to RFQ #26-088 issued for Security Design and Consulting Services)

Notice to: Prospective Respondents

This addendum contains the following contains the following clarifications and question responses and is issued prior to the revised RFQ submission due date.

1. **Project Assignment Process:** Since the County intends to select 2–3 firms from this qualifications pool, how will individual projects be assigned among the selected firms (rotation, project type, geographic zone, availability)? Is there any minimum guaranteed volume of work per firm?

   Response: Assignments for each project will be made at the County's discretion, accounting for factors including but not limited to: project scope, specific experience and qualifications of the firms, availability of the selected firms, etc. There is no minimum guaranteed volume of work.

2. **Anticipated Volume:** Can the County provide an estimate of the anticipated number of security-related projects per year under this contract, to help firms size staffing commitments accurately?

   Response: Security projects in any given year vary widely depending on annual Capital Improvement Project, Major Improvement, and Minor Improvement budgets and County needs.

3. **Reference Standards:** The Scope of Work references the "Wake County Design and Construction Guidelines and Standards" and a separate "Physical Security Standards and Facilities Security Levels" document that consultants are expected to follow. Can these be provided prior to the proposal deadline so firms can reflect familiarity with them in their approach narrative?

   Response:
   The Wake County Design and Construction Guidelines and Standards can be found on our website: https://www.wake.gov/departments-government/facilities-design-construction/facilities-design-construction-guidelines-standards
   Physical Security Standards and Facilities Security Levels documents are not available for public distribution. This will be provided to selected firms after contract award.

4. **Proposal Format – Section D Numbering:** Section VII.D appears to have a numbering discrepancy (item "4" is listed twice — once under Design Approach cost-estimating, and again later under what appears to be a Security Assessment approach). Can the County clarify whether Design Approach and Security Assessment Approach are separate subsections with independent numbering?

   Response: These are separate subsections – "Design Approach" is in reference to Security Design primarily for new construction and renovation projects, while "Assessment Approach" is in reference to standalone security assessments.

5. **Page Limit Scope:** Given the 25-page (double-sided) / 50-page (single-sided) limit excludes only covers, cover letter, table of contents, and tabs — do detailed staff resumes, the workload chart, and the hourly rate schedule count toward that page limit, or may they be included as appendices outside the count?

   Response: Page limit can exclude workload chart and the hourly rate schedule. Resumes should be included within page limit.

6. **Insurance & Bonding:** Section IV requires the firm to be "highly qualified and experienced" but does not state minimum professional liability, general liability, or bonding capacity requirements. Can the County confirm these thresholds?

   Response:
   Minimum limits of insurance coverage shall be as follows:

INSURANCE DESCRIPTION	MINIMUM REQUIRED COVERAGE
Worker's Compensation	Limits for Coverage A - Statutory State of N.C. Coverage B - Employers Liability $500,000 each accident and policy limit and disease each employee
Commercial General Liability	$1,000,000 Each Occurrence $2,000,000 Aggregate
Commercial Automobile Liability	$1,000,000 Combined Single Limit
Professional Liability	$1,000,000 each claim $2,000,000 Aggregate

7. **Litigation Disclosure Scope:** For the 10-year litigation disclosure (Section VII.E.2), should this include claims that were dismissed or resolved without payment, or only settled/adjudicated matters?

   Response: yes

8. **Workload Chart – Confidentiality:** Section VII.E.3 requests a list of current and proposed projects including man-hour estimates, scheduled completion dates, and assigned team members, along with a 12-month workload chart. Given confidentiality obligations to existing and prospective clients regarding project-specific details, would the County accept a workload chart reflecting team members' percentage of availability/capacity by month without disclosing client names or project-identifying details?

   Response: This is acceptable.

9. **Standard PSA Template:** Can the County provide the current version of the "Standard Wake County Agreement for Professional Services" referenced in Section XI, so firms can review terms (indemnification, insurance, standard of care) prior to submitting qualifications?

   Response: A standard sample agreement is not currently available for Security Design.

10. The RFQ requests an hourly billing-rate schedule and a “unit costs schedule.” What specific unit costs does the County expect respondents to provide?

    Response: No unit costs are required to be submitted if not applicable to a firm’s standard billing structure.

11. Does the County have a required pricing form or list of mandatory labor categories?

    Response: No.

12. Are mileage, travel, lodging, large-format printing, shipping, permit fees and other reimbursable expenses to be included in hourly rates, or billed separately?

    Response: Please see sample agreement attached to this Addendum for language on reimbursable expenses.

13. Will travel time be billable? If so, at what percentage of the employee's standard hourly rate?\

    Response: Generally, travel time is not billable.

14. May subconsultant costs be marked up? If so, what is the maximum markup that will be permitted?

    Response: No

15. Must submitted rates remain fixed for the entire agreement, or will annual escalation be allowed?

    Response: Rates shall be fixed.

16. If escalation is permitted, will the County prescribe an index or maximum annual percentage?

    Response: Not Applicable

17. Are overtime, after-hours, weekend, emergency response or expedited-service rates required?

    Response: Not required

18. What is the anticipated initial term of the base Professional Services Agreement, and are renewal options contemplated?

    Response: On-call base agreements are typically 5 year initial term.

19. Is there a maximum aggregate contract value or not-to-exceed authorization anticipated for each selected firm?

    Response: There is no maximum aggregate contract value.

20. Does Wake County guarantee any minimum amount of work to the selected firms?

    Response: There is no minimum guaranteed volume of work.

21. Approximately how many assignments does the County anticipate issuing annually under this contract?

    Response: Security projects in any given year vary widely depending on annual Capital Improvement Project, Major Improvement, and Minor Improvement budgets and County needs.

22. What was the County's approximate annual expenditure for comparable physical security consulting services during the previous three years?

    Response: This information is not available.

23. How will work be distributed among the two or three selected firms: rotationally, by qualifications, through mini competitions, according to availability or at the County's discretion?

    Response: Assignments for each project will be made at the County's discretion, accounting for factors including but not limited to: project scope, specific experience and qualifications of the firms, availability of the selected firms, etc.

24. Will each assignment be separately negotiated through a task order or amendment defining scope, schedule, deliverables and fee?

    Response: Correct, each project will be negotiated through an amendment to a base agreement defining scope, schedule, deliverables, and fees.

25. What is the anticipated range of consultant fees for typical assignments, separate from the stated security construction-cost range of $10,000 to more than $1 million?

    Response: Anticipated consultant fees will vary by project scope.