



## REQUEST FOR PROPOSAL

Dated October 14, 2009  
Arc Flash Study and Training

**ADDENDUM NO. 2**  
**November 6, 2009**  
**RFP #2009-005-100R**

### 1 PURPOSE

The purpose of the addendum is to include additional information that would prove beneficial to assist candidates in preparing their proposals. The addendum offers answers to questions that have been received.

### 2 RESPONSES TO QUESTIONS

1. During the pre-proposal meeting it was discussed that one line diagram drawings of each facility may be made available for us before submitting our bid. Will these drawings be made available? **Yes. They will be available beginning, Monday, November 9, 2009 at 8:00 a.m. Please contact Bessie Nelson at 571-291-7948 or [bnelson@loudounwater.org](mailto:bnelson@loudounwater.org) to schedule an appointment.**
2. Over the years, we have had difficult obtaining information needed to perform studies from the utilities in your area. Will Loudoun Water provide assistance if necessary? **I'm not sure what information or assistance will be needed to perform the studies; however, Loudoun Water will make every effort to provide information that is requested. Loudoun Water will have someone available to give access to each site as needed.**
3. How strict are the insurance requirements? From past experience, we will not be able to meet the Comprehensive Automobile Liability \$1M Combined Single Limit. **Our insurance requirements are strict and all insurance requirements must be met.**

4. Do disconnects, enclosed breakers and separate motor starters require Arc Flash Labels? **Yes.**
5. Can subcontractors be used for the training if the Project Manager or Principal-In-Charge is present? **Yes; however, the subcontractors should be noted in your response.**
6. Is the cost of the software license to be included in the proposal price? **Yes.**
7. Will there be one report generated per site? **One study or evaluation can be generated; however, each site should be noted separately with all detail so noted.**
8. Will there be a summary of the questions and answers from that meeting published? **I am in the process of compiling that information.**
9. Will RFQ awards be made in part, or in whole? **In whole.**
10. Can a bidder be successful if they take exception to the sections regarding development of a safety program for Loudoun? **No.**
11. Could that bidder be awarded, the remaining portion of the RFQ? **No.**
12. Is there a typo under "Acknowledgment of Receipt of Supplemental Information" i.e., reference to RFP No. 2009-006-310? Shouldn't it be RFP No. 2009-005-100R? **Yes, it should be RFP No. 2009-005-100R.**
13. I am OK with automobile insurance, but my insurance company did not know what items A3 (Extended Business Liability Endorsement) and B4 (Motor Carrier Act Endorsement) were and said Item C4 does not apply. Have you had any other such questions? **No.**
14. When will drawings of other sites be made available for review? **They will be available beginning, Monday, November 9, 2009 at 8:00 a.m. Please contact Bessie Nelson at 571-291-7948 or [bnelson@loudounwater.org](mailto:bnelson@loudounwater.org) to schedule an appointment.**
15. Would you please advise me on whether the Contractor is required to submit a vendor application and W-9 form in order to propose on the above-referenced opportunity? **No, the vendor application and W-9 will be required from the winning proposal.**
16. On page 7 of the RFP there is the following sentence "These locations shall be required to field verify the existence of the equipment in order to satisfy the scope of work contained herein prior to bid submittal". Please clarify what you mean by this. **The sentence should state, "The winning bidder must field verify each location to satisfy the Scope of Work."** Does HMM have to do anything

prior to bid submittal? **No.** Will Loudoun Water be verifying the existence of the equipment prior to the bid submittal date? **No.**

**ACKNOWLEDGEMENT OF RECEIPT OF SUPPLEMENTAL INFORMATION**

Please acknowledge receipt of this Supplemental Information to RFP No. 2009-005-100R by including this acknowledgement on the cover of the sealed container. See example below.

RFP No. 2009-005-100R  
Proposals Due Date and Time: Friday, November 20, 2009, 3:00 p.m. EST  
Arc Flash Study and Training  
Acknowledge Receipt of Addendum No. 2