

April 19, 2024

NOTICE TO OFFERORS

**ADDENDUM NO. 1**

RFQ 646814

The following changes and/or additions shall be made to the original Request for Proposal No. RFQ 646814: Roadway Planning and Civil Design Services for Route 15 Lucketts Bypass. Please acknowledge receipt of this addendum by signing and returning with your proposal.

The purpose of this addendum is to answer questions received.

Prepared By: s/Kristy Varda, NIGP-CPPP, CPPO, CPPB  
Contracting Officer

Date: 4/19/24

Acknowledged By: \_\_\_\_\_

Date: \_\_\_\_\_

## START OF QUESTIONS

- Q1. Please confirm the limits of the project. Are the anticipated project limits the same for both Phase 1 and Phase 2?
- A1. The study work performed in Phase 1 will help determine the project limits of Phase 2. It is anticipated that the project limits of Phase 1 will be broader than the ultimate project limits in Phase 2. In other words, the Phase 2 project limits are anticipated to be either the same as Phase 1 or less (but within the Phase 1 limits).
- Q2. Is there a DBE requirement? If so, please indicate goals. What is the funding source for this project?
- A2. No, the planning and preliminary engineering will be performed using local funding.
- Q3. On page 9, Item 5.1 J the RFP states “Consultant is anticipated to provide Assistance as a supplement to the Construction Engineering Inspection (CEI) services.” Please clarify if this is to mean that the proposed is to provide full CEI services (i.e. Construction Manager, Inspectors, Office Engineers, etc.)
- A3. No, the Offeror is not requested to provide CEI services. CEI services will be contracted separately. The Offeror will need to provide construction administration such as reviewing submittals, responding to RFI, taking meeting minutes at construction progress meetings, and responding to plan related questions the CEI firm may have.
- Q4. On page 13, under Section 5.5 I, “Construction Administration” is noted as a requested service. Please clarify as noted in previous question.
- A4. Same as question 3.
- Q5. On page 13, under Section 5.6 Schedule, the RFP states “the roadway/civil design services for the subsequent Project phase are expected to take a maximum of thirty (30) months under either procurement scenario...” Please clarify if these 30 months are for both Phase I and Phase II or only Phase II? If the latter, what is your expectation for completion of Phase I? Also, please clarify what is meant by “either procurement scenario.” Does the County anticipate a Design-Bid-Build option that is not stated in the RFP?
- A5. “Under either procurement scenario” should be deleted from Section 5.6 Schedule. The 30 months timeframe is for Phase II only. There is no established duration for Phase I since the scope of Phase I will be developed in coordination with VDOT after a top-rated Offeror is selected.
- Q6. On Page 14, Section E, the RFP states that the three public roadway design projects must be successfully completed in the last eight (10) years. Please clarify if these projects must be completed in the past 8 years or 10 years?

- A6. Eight (8) years.
- Q7. On page 16, fourth bullet of Section F, the RFP states “Lead Planner’s and Lead Designer’s resumes identifying education, certification and licenses and portfolio of related projects including planning and design philosophy. Portfolios of related projects is a list of five (5) projects for planning, and five (5) projects for design demonstrating the Lead Planner’s and Lead Designer’s experience planning and designing projects similar to the scope of work contained in this RFP.” Please clarify that this should read instead as “ Lead Planner’s and Lead Designer’s resumes identifying education, certification and licenses and portfolio of related projects including planning and design philosophy. Portfolios of related projects is a list of five (5) projects for planning, and five (5) projects for design demonstrating the Lead Planner’s and Lead Designer’s, RESPECTIVELY, experience planning and designing projects similar to the scope of work contained in this RFP.”
- A7. The clarified statement using “respectively” is correct.
- Q8. For the item listed above, if the Lead Designer and Lead Planner are the same person, should their portfolio contain 10 projects?
- A8. If the Lead Designer and Lead Planner is the same person, five (5) projects are sufficient if the person served both roles in all five (5) projects. Ultimately, the Lead Designer’s portfolio should include five (5) projects where the designated individual performed that role and the Lead Planner’s portfolio should include five (5) projects where the designated individual performed that role. The same project can be used in both portfolios if the same person performed both roles or if different individuals performed the respective roles on the same project.
- Q9. On page 17, under Section G, the RFP states “Proposed design schedule inclusive of design review periods and estimated time for administration actions for both design scenarios.” Please clarify what is meant by “both design scenarios” as only Design-Build is mentioned.
- A9. This project is intended to be a design-bid-build project. The phrase “for both design scenarios” should be deleted.
- Q10. Please confirm that fax numbers are not required for the references as this is something few have available anymore.
- A10. Fax numbers are not required.
- Q11. Please confirm that electronic signatures are acceptable on the forms.
- A11. Electronic signatures are acceptable.
- Q12. “Demonstrate personnel experience conduction public outreach” (page 18) - please clarify if this is in reference to designated public outreach person or for the team.

A12. This request is in reference to the Offeror so it applies to the consultant team.

Q13. Page 18 states “Demonstrate personnel experience conducting public outreach.” Please clarify if this is in reference to a designated public outreach person or for the team.

A13. This request is in reference to the Offeror so it applies to the consultant team.

Q14. Can you please confirm that 11x17 pages are permitted in the proposal?

A14. Yes.

Q15. Page 17 of the RFP states: “Resumes of key project staff members only to include education and licenses and certifications. Role in project should be identified in the resume.” Can you please confirm that proposers should include relevant project experience on the resumes?

A15. Section 6.3 F of the RFP asks for different types of information for different positions. For the Project Manager, Lead Planner, and Lead Designers, resumes are requested to include education, certifications, licenses, and a portfolio of five (5) related projects. For other key project personnel, resumes are requested to only include education, licenses, and certifications. A portfolio of related project is not requested for these individuals, but general statements regarding past project experience (that can include project names) can be provided, but not detailed project information.

**END QUESTIONS AND ANSWERS**