



Loudoun County, Virginia

Department of Finance and Procurement  
Division of Procurement  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

MARCH 25, 2019

NOTICE TO BIDDERS

ADDENDUM NO. 1

RFQ 72776  
ROADWAY AND CIVIL DESIGN SERVICES FOR ROUTE 7 AND ROUTE 287  
INTERCHANGE IMPROVEMENTS

The following changes and/or additions shall be made to the original Invitation for Bid No. RFQ 72776, Roadway and Civil Design Services for Route 7 and Route 287 Interchange Improvements. Please acknowledge receipt of this addendum by signing and returning with your bid.

1. Section 7.2 Questions and Inquiries has been modified to reflect the following:

7.2 Questions and Inquiries

Questions and inquiries, both oral and written, will be accepted from any and all offerors. However, when requested, complex oral questions shall be submitted in writing. The Division of Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Loudoun County staff regarding the RFP may result in the disqualification of the offeror. Inquiries pertaining to the RFP must give the RFP number, time and date of opening and the title of the RFP. **Material questions will be answered in writing with an Addendum provided, however, that all questions are received by 5:00 p.m. on April 15, 2019.** It is the responsibility of all offerors to ensure that they have received all Addendums and to include signed copies with their proposal. Addendums can be downloaded from [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement).

2. Questions and answers related to the IFB are attached.

Prepared By: Kelrick Johnson Date: 3/25/2019

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

## Questions and Answers

**Question 1.** I am trying to find out if right of way acquisition services will be needed on this project, and if so, is that part of the scope of services?

**Question 2.** Is there a date and time for a pre-proposal meeting?

**Answer 2.** There will be no pre-proposal meeting for this Request for Proposal. Please submit all questions to [Kehinde.stinson@loudoun.gov](mailto:Kehinde.stinson@loudoun.gov) by 5:00p.m. on April 15, 2019. Responses to those questions will be issued in an Addendum thereafter.

**Question 3.** When is the last day for questions? (The RFP states May 3<sup>rd</sup> – after the due date.)

**Answer 3.** The last day for questions is April 15, 2019.

**Question 4.** *Proposal Item B Required Documents* requests Attachment 2 and Debarment Certification. Attachment 2 is the Primary Debarment Certification. Is there another Attachment 2?

**Answer 4.** There is no additional Attachment 2.

**Question 5.** Please confirm that the following items requested in *Proposal Item B Required Documents* are required for the Prime only:

- a. Proof of Authority to Transact Business in Virginia Form
- b. W-9
- c. Certificate of Insurance
- d. How Did You Hear? Form

**Answer 5.** The items listed on the pricing pages are relevant to the Prime only.

**Question 6.** *Proposal Item G Key Staff Availability and Project Management* asks for primary work location of all team members and then asks for the same for representatives providing construction administration. Please clarify: does construction administration refer to design support during construction or are you asking for construction inspection services during construction? Design support would be provided by the team members noted in the first bullet and if we are to provide construction inspection, should that firm be a member of the team?

**Answer 6.** Construction Administration refers to design support during construction, not construction inspection services.