



Loudoun County, Virginia

Department of Finance and Procurement
Division of Procurement
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175
www.loudoun.gov/procurement

April 23, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 3

RFQ 72776

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, UPC 111664. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Questions and answers related to the RFP are attached.
2. Attachment 10 (Subcontractor/Supplier Solicitation & Utilization Form [VDOT C-48] and Attachment 11 (DBE Good Faith Efforts Documentation [VDOT C-49]) shall be removed in their entirety. Attachment 8 (Subcontractor Solicitation Form [VDOT C-48 PSC]) and Attachment 9 (DBE Good Faith Efforts Documentation [VDOT C-49 PSC]) supersede Attachments 10 and 11.

Prepared By: s/Cheryl L. Middleton, CPPB Date: 4/23/19
Purchasing Agent

Acknowledged By: _____ Date: _____

Questions and Answers

Question 1. On page 27 of the RFP Section E the 2nd to the last bullet at the bottom of the page calls for resumes of key project staff. The next bullet calls for the subconsultant's portfolio and resumes of key project team members. Please clarify.

Answer 1. In order to evaluate the credentials of the project team, the County needs to understand the level and type of project experience of the team members. Some offerors may use predominantly in-house resources while other offerors may rely on subconsultants for critical project components. Therefore, the County is requesting the resumes for key project team members (in-house staff of the offeror as well as critical subconsultant team members) to fully understand the credentials of the project team.

Question 2. 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?

Answer 2. Right of way acquisition is not part of the scope of services.

Question 3. Part 6.3.D.1 on page 25 for the three comparable projects requires that they were "...completed within the contract time, including any owner approved time extensions,...". Please confirm that this on-time completion requirement refers to design services and completion of approved/released for construction plans.

Answer 3. Yes.

Question 4. Part 6.3.D.3 on page 26 requires a "...list of additional similar projects...which may demonstrate a depth of experience." Please confirm these projects only need to be completed through the design phase and not completed through construction.

Answer 4. Although the completion of the design phase is acceptable, projects completed through construction better demonstrates the consultant's design capabilities.

Question 5. Per the RFP we understand that we have a 12% DBE goal and we have formed our team accordingly, but don't see a request for DBE commitment/confirmation letters, or a place to show our DBE allocation. Again, per the RFP it appears that the County confirms this piece of the requirement at the time of contract, especially as the enclosed attachments/forms reference dollar amounts, which would be unknown. Is this correct or do you want information in the proposal? And if so, where?

Answer 5. DBE information should be included as part of Attachments 3 (Firm Data Sheet) and 8 (VDOT C-48 PSC). Additionally, include letters of commitment with any DBE subconsultants which identify the services to be

provided by the DBE firm as well as provide a summary statement that shows how your firm intends to meet the 12% goal.