



Loudoun County, Virginia

Division of Procurement
1 Harrison St, SE 4th Floor MSC 41C
Leesburg, Virginia 20175

November 25, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 114783

The following changes and/or additions shall be made to the original Request for Proposal No. 114783, Portfolio and Program Management for Capital Projects. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. The purpose of this addendum is to respond to questions received and modify contract documents.
2. The requirement for an administrative assistant contained in RFP Section 3.0, Background, has been deleted.
3. Paragraph 6.3F3 is deleted. This is the paragraph that asked for "Resumes of Key Team members".
4. RFP Paragraph 4.2, Portfolio and Program Management Director shall meet the following minimum qualifications shall be **deleted in its entirety and replaced with the Revised Paragraphs 4.2 below**. Summary of changes:
 - 4.2.3: Option to have an Architect License has been removed.
 - 4.2.4: Project Management Professional Certification requirement has been modified.
 - 4.2.5: Employed by Firm contracting with the County.
- 4.2 (Revised) Portfolio and Program Management Director shall meet the following minimum qualifications:
 - 4.2.1 At least ten (10) years of work experience with a focus on Capital Project Managements skills described in the RFP Scope of Services, with specific emphasis on: leading, managing and controlling a large portfolio or program of projects (in-excess of five-hundred (500) million dollars).
 - 4.2.2 Five (5) years managing a staff of ten (10) or more professionals

- 4.2.3 Registration as a Professional Engineer in the Commonwealth of Virginia, is required.
- 4.2.4 Project Management Professional Certification, is required for either the Director or Deputy Director but not both.
- 4.2.5 Employee of the Firm that is entering into the contract with the County
5. RFP Paragraph 4.3, Portfolio and Program Management Deputy Director shall meet the following minimum qualifications: shall be **deleted in its entirety and replaced with the Revised Paragraphs 4.2 below.**
Summary of changes:
- 4.3.1: Work experience reduced from ten to five tears
 - 4.3.2: Management experience reduced from five years to three years
 - 4.3.3: Registration as a Professional Engineer has been changed to preferred and option to have an Architect License has been removed.
 - 4.3.4: Project Management Professional Certification requirement has been modified.
- 4.3 (Revised) Portfolio and Program Management Deputy Director shall meet the following minimum qualifications:
- 4.3.1 At least five (5) years of work experience with a focus on Capital Project Managements skills described in the RFP Scope of Services, with specific emphasis on: Leading, managing, and controlling a large portfolio or program of projects (in-excess of five-hundred (500) million dollars).
- 4.3.2 Three (3) years managing a staff of ten (10) or more professionals
- 4.3.3 Registration as a Professional Engineer in the Commonwealth of Virginia, is preferred.
- 4.3.4 Project Management Professional Certification, is required for either the Director or Deputy Director but not both.

Prepared By: Christopher Bresley/s/ Date: 11/25/2019
Contracting Officer

Acknowledged By: _____ Date: _____

Questions and Answers

Q1: Would the firm awarded this contract be precluded from performing future design, construction or construction management support for the County.

A1: Yes, for projects under the County's Capital Improvement Program (CIP). The County would consider it conflict of interest for the Offeror awarded the contract resulting from the RFP for Portfolio and Program Management for Capital Projects, to include sub-consultants of the offeror, to be awarded any future CIP contracts during the term of the contract, related to design, construction, construction management, or planning for the following reasons:

A: The information obtained by the Offeror awarded this contract related to the County's Capital Improvement Program would provide a significant competitive advantage.

B: The County intends to avoid the situation were the Offeror awarded this contract is responsible for providing oversight or guidance to their own firm on design, construction, construction management, or planning contracts for the County's Capital Improvement Program.

If the Offeror awarded this contract has an existing contract with the County related to the County's Capital Improvement Program, the existing contract will remain in effect as written, to include renewal options, and the County will work with the Offeror to mitigate any conflicts of interest.

Q2: Under Section 4.0 Offeror's Minimum Qualifications, the required qualifications for the Program Manager Director and the Program Manager Deputy Director are identical. Please confirm if this was your intent as qualifications for deputy are typically less than that of the director.

A2: Refer to Items 4 & 5 above.

Q3: Does the Prime, the contract entity (Firm intending to sign the contract), do they need to be the PE (Licensed Engineer)? Or can the Prime's Sub consultant be the ones carrying the Professional Certifications?

A3: The Portfolio and Program Management Director must be an employee of the Firm that is entering into the contract with the County and that individual must be registered as a Professional Engineer in the Commonwealth of Virginia.

Q4: Would an award under the Portfolio "Program Management for Capital Projects" be in conflict of an award under the "Task Order Construction Support Services for Buildings and Parks" contract?

- A4: Yes, please refer to the response to Question 1.
- Q5: Has the County solidified funding for the entire length of this contract? What is the anticipated consultant contract value per year for this contract?
- A5: The County has allocated sufficient funding for this contract.
- Q6: We ask that the County reconsider the Professional Registration Requirement for the Deputy Director position and revise the requirement in the RFQ to indicate "VA PE Preferred" or "PE Required", as opposed to the current requirement of "VA PE Required". This change would allow the offeror and the County more flexibility and a wider variety of highly qualified candidates who meet all of the other requirements outlined for the Deputy Director position.
- A6: Refer to Item 5 above.
- Q7: The organizational chart exhibited on page 5 of the RFQ appears to indicate that the PPMC will assist in oversight of Program Areas 1-4 and that the County representatives for the various groups within DTCL (transit, traffic, facilities, transportation, DGS projects) will report up through the appropriate Program Areas and ultimately up through the PPMC.
- A7: The Offerors role is to monitor, track, and report on performance as defined in Section 5.0, Scope of Services. The Offer will not be directing or supervising County staff.
- Q8: Can the County provide additional clarification related to the potential roles and work efforts of the PPMC for positions beyond the five (5) resident staff positions? Should offerors' proposed organizational structure demonstrate how we will fully support the program, in addition to showing the five (5) resident staff positions?
- A8: Refer to the response to Question 11. The organization structure provided in your Proposal does not need to identify the "Task Order" work.
- Q9: Based on how the County has conveyed its vision for how the PPMC will integrate with County staff and perform all functions identified in the scope of services and other responsibilities identified in the RFQ, is it correct to assume that the County anticipates utilizing significant PPMC support outside of the five (5) resident staff positions listed in the RFQ? Or, does the County intend for the five (5) resident staff positions to largely satisfy the day-to-day scope of services items identified in the RFP?
- A9: The County intends for the four (4) resident staff positions to satisfy the day-to-day scope of services items identified in the RFP. The requirement for an Administrative Assistant has been deleted. The County does not

anticipate utilizing significant PPMC support outside of the four (4) resident staff positions listed in the RFQ. Also, refer to the response to Question 11

Q10: Can the County confirm that it intends for offerors to provide additional “Key Staff Resumes”, based on who we determine are “Key”, outside of the five (5) resident staff positions?

A10: Requirement deleted, refer to Item 3 above.

Q11: Please elaborate on your expectations for Section 5.8 on Page 15 – do you anticipate resources from the PPMC beyond the 5 key positions filling needed services?

A11: The County’s intends to use its existing design and construction management contracts to meet the needs of the County’s CIP. Section 5.8, General Requirements for “as needed” or Task Order Project Management, Engineering, and Architecture Support was included for unique situations that require specialized experience and is not intended to be used on a routine basis. Personnel experience requirements will be determined on a case by case basis for this type of work.

Q12: Please elaborate on your expectations for Section F.3 on Page 21 – what is your definition of key beyond the 5 positions listed prior?

A12: Requirement deleted, refer to Item 3 above.

Q13: Does this contract have a maximum yearly budget?

A13: The County has allocated sufficient funding for this contract.

End of Questions & Answers