



Loudoun County, Virginia

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Department of Finance and Budget  
Division of Procurement  
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Leesburg, Virginia 20175  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

December 11, 2019

**NOTICE TO OFFERORS**

**ADDENDUM NO. 3**  
**RFQ 117784**

The following changes and/or additions shall be made to the original Request for Proposal No. RFQ 117784 for Task Order – Construction Support Services for Buildings and Parks. Please acknowledge receipt of this addendum by signing and returning it with your proposal.

- A. Questions and answers related to the RFP are attached.
- B. RFP is revised as follows:
  - 1. Para. 4.1. is revised to add the following:  
A successfully completed project shall be defined as:
    - a. a project completed within the contract time, including any owner approved time extensions;
    - b. a project completed at or below the contract award amount, including any subsequent owner approved cost change orders; and
    - c. a project completed in accordance with the contract documents.
  - 2. Para. 4.3 is revised as follows:  
The Offeror's Construction Manager ("CM") or Project Engineer assigned to this contract shall have respectively at least six (6) years of experience as a CM or three (3) years of experience as a Project Engineer and preferably possess a Bachelor of Science in Civil Engineering, Construction Management or other related curricula.  
Construction Manager or Project Engineer who do not possess a Bachelor shall respectively have at least ten (10) years of experience as a Construction Manager or five (5) years as a Project Engineer. Reference Paragraph 6.3F.
  - 3. Para 6.3.F.5 is revised as follows:  
Provide the resumes of key subconsultant team members and a portfolio of projects that demonstrate considerable experience in the relevant Capital

Program Management Skills contained in Section 5.0, Scope of Services of this RFP, for each subconsultant identified in the Offeror's Organization Chart. Resumes and portfolio of projects should focus on the subconsultant's specialty and must include at a minimum, but not be limited to:

- Material Testing and Inspection Consultant
- Building Envelop Consultant

4. Para 6.3.J is deleted in its entirety.

Prepared By: \_\_\_\_\_s/Delphine G. Lambert, CPPB\_\_\_\_\_ Date: 12/11/2019  
Contracting Officer

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

## **Questions and Answers**

Q1: Regarding the required qualifications for the Construction Manager (CM) position, and given that many seasoned and effective CMs do not necessarily have degrees, would the County allow us to propose CMs with more years of relevant experience in lieu of a degreed CM?

**Answer:** Refer to Section B2 above.

Q2: Related to the four highlighted projects, would the County accept projects that are substantially complete, i.e. at least 90% complete?

**Answer:** Projects must be 100% complete at time of the proposal submission.

Q3: On page 4 of the RFP, the solicitation states "Offeror's CM or Project Engineer shall possess a BS in Civil Engineering, CM, or other related curricula and have 6 years of experience as a CM or 3 years of experience as a Project Engineer...". Will the County accept a Certified Construction Manager with more than 20 years of experience as a CM with a Bachelor's degree in curricula not related to civil engineering or construction management to fulfill the Construction Manager position for this contract?

**Answer:** Refer to Section B2 above.

Q4: On page 8 of the RFP under Section 6.3 B Documents, the RFP states that required documents need to be provided as part of this section. On page 11 of the RFP, under Section 6.3 J. Additional Documents, the RFP states that the same documents be included in this section. Please advise which section Offerors are to include RFP Documents in.

**Answer:** Refer to Section B4 above. Documents shall be included in Section 6.3.B.

Q5: On page 10, under Section F – Credentials of Individual Members of the Proposed Project Team, the RFP states that "copies of certifications and licenses are to be included as appendices to the Offeror's proposal". Shall we add a new Section entitled "Appendices" to include these licenses and certifications, or should we include them in Section 6.3 J. Additional Documents?

**Answer:** Offerors shall include copies of certifications and licenses in a separate Section entitled "Appendices".

Q6: In Section 6.3.5.5 of the RFP it states "Provide the resumes of key subconsultant team members and a portfolio of projects that demonstrate considerable experience in the relevant Capital Program Management Skills contained in Section 5.0, Scope of Services of this RFP, for each subconsultant identified in the Offeror's Organization Chart. Resumes and portfolio of projects should focus on the subconsultant's specialty and must include:

Material Testing and Inspection Consultant  
Building Envelope Consultant".

1. Can you please confirm if we need to submit a resume AND project portfolio for the subconsultant resumes, similar to what is required in section 6.3.F.2 for the

other identified positions, or if the resume can serve to meet the requirement for the "Project Portfolio"?

2. Does the above statement from the RFQ imply that the only subconsultant resumes we need provide are for specialty firms providing Material Testing and Inspection and Building Envelope?

**Answer:** 1. The project portfolio can be a part of the resume or left separate as long as the requested information is included. 2. Offerors shall include ALL key subconsultant team members.