



Loudoun County, Virginia

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

July 8, 2020

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 234783

The following changes and/or additions shall be made to the original Request for Proposal (RFP) No. 234783, Commissioning Services. Please acknowledge receipt of this addendum by signing and returning with your proposal.

The purpose of this addendum is to delay the Acceptance Date, modify the Contract document, and respond to questions received.

1. The Acceptance Date for this Bid is delayed from July 13, 2020 to **prior to 4:00 p.m. July 20, 2020 local "Atomic" time.**
2. The Deadline for Questions has not been extended and remains at July 1, 2020.
3. Modifications to the RFP:

a. Reference section 5.1 General Scope of Services:

Section D.1, Delete "designs, preparation of documents (including drawings in latest AutoCAD version and specifications) field inspections,"

Prepared By: s/Samira Mkaimel, CPPB
Contracting Officer

Date: 7/8/2020

Acknowledged By: _____

Date: _____

BEGIN QUESTIONS

- Q1 Regarding paragraph 8.9 of Terms and Conditions: Would the County consider limiting the indemnity and hold harmless obligations to negligent acts, rather than any acts. Having this clarification in the paragraph would have positive impact on its insurability.
- A1 Any question regarding Terms and Conditions will be addressed with the top ranked firms during negotiations.
- Q2 The RFP states that there is a drop box for the proposals as the procurement office is not having packages accepted at this time. If we were to FedEx the submittal, how will they know to drop it off in the drop box? Or should the submittal be hand delivered?
- A2 Mailed boxes will be handled by the County staff when received. Please follow the instructions listed on the RFQ Section 7.1.F.
- Q3 We have a question to section 7.1.G of the RFP where indicates offeror shall submit one (1) original hard copy and one (1) electronic copy in a single PDF file on USB Flash drive of their proposal to the County. Due to COVID 19 recommendation and keeping to the interest of limiting multiple people making deliveries to avoid transition of the virus, could the hardcopy submission be waived? Is there a means whereby an electronic copy could be delivered via email or FTP site?
- A3 A sealed hard copy must be submitted along with an electronic copy as referenced in the RFQ section 7.1.G. using one of the methods listed on section 7.1.F.
- Q4 Can you confirm you are still looking for one (1) original hard copy of our proposal, as well as, an electronic copy on a USB or will e-mail suffice?
- A4 A sealed hard copy must be submitted along with an electronic copy as referenced in the RFQ section 7.1.G. using one of the methods listed on section 7.1.F. Per 7.1F faxed or e-mailed proposals will not be accepted.
- Q5 Page 11 – Project Management and Technical Expertise. For this section, are we allowed to use the same projects in different sections, or does it have to be all different projects? For example, can we use the same project that's in Section E.1 and use it in Section E.2?
- A5 If the project is listed in E.1 there is no need to also list it in E.2. E.2 is to show depth of experience beyond those 3 projects highlighted in E.1.
- Q6 Are you looking for anything specific in the Staffing Plan on Page 12?
- A6 Per the Offerer's discretion and 6.3F 1.
- Q7 How many Letter of Recommendations are you looking for?
- A7 No set number required, but please no more than 5.
- Q8 What is the expected contract value?

- A8 An accurate contract value cannot be established because the projects requiring commissioning services as a result of this RFP are in the initial planning stages.
- Q9 Is Monitoring-based Commissioning and Building Envelope Commissioning expected as part of the LEED enhanced Cx scope?
- A9 Monitoring based is not required or currently pursued by Loudoun County.
- Q10 Considering the Covid-19 situation. Is it acceptable to submit an electronic proposal only?
- A10 A sealed hard copy must be submitted along with an electronic copy as referenced in the RFQ section 7.1.G. using one of the methods listed on section 7.1.F. Per 7.1F faxed or e-mailed proposals will not be accepted.
- Q11 Will there be a requirement for minority or SWaM goals / participation for this contract?
- A11 No.
- Q12 Please confirm the requirement of a fax number for each reference. Some individuals no longer have a fax number.
- A12 Fax numbers are optional.
- Q13 For subconsultants, can you elaborate on what is required from them specifically? (i.e. resume(s), brief firm overview and experience listing, etc.)
- A13 A firm overview, adequate information showing their experience in the area they are subconsulting, and a resume of personnel as they fit with staffing plan.
- Q14 Are “wet ink” signatures required or can the proposer use digital or scanned signatures with the electronic submission?
- A14 Digital and scanned signatures are acceptable.
- Q15 The RFP requests commissioning costs to be included with the representative projects. This is not typically requested and usually the project costs associated with commissioning are not fully known. Is this a requirement and will respondents be penalized if they do not provide this information?
- A15 Commissioning costs can also be submitted as the Offerer’s Contract cost for the project.
- Q16 Item 5.1.D.1 refers to services for designs and preparation of drawings in AutoCAD. We request that these services be deleted from the RFP requirements, since they are not applicable to commissioning services.
- A16 Reference the modifications to the RFP on the first page of this addendum.
- Q17 Is LEED v4 Enhanced Commissioning, Option 2 – Envelope Commissioning to be included as part of the services provided under this RFP? This is not mentioned under section 5.4 – Scope of Enhanced Commissioning Services in the RFP.

- A17 Building Envelope Commissioning shall be a part of this scope per RFQ section 5.3.JJ.
- Q18 Item 5.3 G of the RFP refers to review of incident reports resulting in personal injury and major equipment damage. This is not typically something that is performed as part of commissioning. Please confirm that this is not required as part of the commissioning services for this RFP.
- A18 This section shall be left in as an additional service the County may request to have reviewed. The "personal injury or" can be deleted. The review would be limited to how the major damage effects the Commissioning aspects of the project.
- Q19 Please confirm for us that per RFP page 3, all past performance qualifying projects used in response to this solicitation must be projects that have been contracted to the Offeror as a prime contractor.
- A19 The Offeror must have been the prime Commissioning Consultant on the project.

END QUESTIONS