



Loudoun County, Virginia

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

July 20, 2020

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 245782

The following changes and/or additions shall be made to the original Request for Proposal No. 245782, On Call Land Surveying Services. 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.

Prepared by: Nebila Kurtu/s/ Date: 7/20/2020
Contracting Officer

Acknowledged by: _____ Date: _____

Questions and Answers

Q1: who are the incumbents

A1: There are not any current incumbents.

Q2: Can you provide clarification on what "completed" means under 6.3 E? - "Describe in detail five (5) projects that have been successfully completed in the last eight (8) years for which your firm provided land surveying and/or utility designation services with a Scope of Services similar to Section 5 of this RFP."

A2: Completed means that the construction for which the Surveying was done is completed.

Q3: Has this particular contract ever been issued in the past? If so, who are the incumbents?

A3: See response A1

Q4: Is it required that the offeror have a physical office within Loudoun County?

A4: No, that's not required.

Q5: Pg. 8 states: Graphics, maximum of three per project (photographs, maps, drawings, etc. - one per page is allowable). Please clarify if we are allowed to place 3 graphics, or only 1 graphic per project/page.

A5: All graphic should be on a single page.

Q6: Pg. 9 states: Provide a list of additional similar projects and a maximum of 1 page of photographs for each which may demonstrate a depth of experience. Provide a brief scope, project costs, and owner's contact information. Please clarify if we are allowed to include photographs within the narrative, or if they need to be on a separate page.

A6: Photographs and narrative may be combined on the same page.

Q7: Pg. 10 states: Include copies of relevant certification and licenses, as part of the Project Manger's Project Portfolio. However, it's stated elsewhere in the RFP to include copies of certifications and license as appendices. Please clarify where you would like certifications and license to be included

A7: Certifications and license may be included in the appendices.

Q8: For the projects required in E.1. (Project Management Skills) and F.2. (Project Manger's Portfolio pf Projects), can there be overlap on the projects submitted?

A8: Yes, they can be.

Q9: Page 12, Section 7.1, Point C states proposals should be signed in ink. On the following page, page 13, Point G states electronic signatures are acceptable. Can the County clarify if electronic signatures are acceptable?

A9: Electronic signatures are acceptable.

Q10: Will the County provide who currently holds this contract?

A10: See response A1

Q11: Will the County provide how many awards they are considering?

A11: Maximum of two (2)

Q12: Can you provide clarification on what “completed” means for the 5 projects in the Project Manager’s portfolio? Does this mean the survey task is completed or the project construction?

A12: See response A2.

Q13: For the Project Manager’s portfolio, the RFP states “Narratives shall discuss the design challenges and resolutions.” Since this is not a design contract, should this be replaced with “survey” challenges and resolutions?

A13: Correct, replace “design” for “Survey”

Q14: Regarding the project portfolio, Section 6.3 (F2) states that we should include a written description of not more than 5 projects completed in the last 8 years attributed to the project manager, discussing design challenges and solutions and areas of responsibility. But the next sentence describes this portfolio as a list of projects demonstrating the project manager’s experience with similar projects. Can you please clarify which format you would like to see? If the former, how does this differ from the 5 project descriptions you’re asking for in Section 6.3 (E1)?

A14: Projects from section 6.3 E.1 are for the firms and project for 6.3.F.2 are for the individuals.

Q15: Noting that the contents of the proposal must be in the order presented, would the PAG consider moving C. Table of Contents before A. Signature Page and having the TOC prior to all tabs and also re-lettering D.-H. accordingly?

A15: It is highly encouraged to stay within the guidelines provided.

End of Questions & Answers