



ROANOKE COUNTY

Purchasing Division

5204 Bernard Drive, Suite 300-F, P.O. Box 29800

Roanoke, Virginia 24018-0798

TEL: (540) 772-2061 FAX: (540) 772-2074

Heath Honaker
Purchasing Manager
Phone: (540) 283-8146
hhonaker@roanokecountyva.gov

ADDENDUM NO. 1

REQUEST FOR PROPOSALS

#2018-031

Professional Services for Design and Construction Administration of
Fallowater Lane Extension

For Roanoke County

November 28, 2017

Sealed Proposals Due:

December 4, 2017

2:00 PM

(Local Prevailing Time)

One (1) unbound original

Five (5) bound complete copies

One (1) electronic copy (USB preferred)

Professional Services for Design and Construction Administration of Fallowater Lane Extension

ADDENDUM NO. 01

Questions and Responses

1. Are there any DBE Requirements for this project?
No, there are no DBE Requirements for this project.
2. Do firms and Sub consultants need to adhere to VDOT FAR Audit requirements?
No, Firms and Sub Consultants are not required to adhere to VDOT FAR Audit Requirements for this project.
3. The RFP states on Page 5 under submittal requirements “The Submittal shall be no longer than 30 sheets that may be printed on front and back....”. Should this be interpreted that one sheet printed front and back equals one page or one sheet printed front and back equals two pages?
This should be interpreted as one sheet printed front and back equals one page.
4. Are covers and tabs counted towards the page count?
No, covers and tabs are not counted towards the page count.
5. Are the forms required counted towards the page count?
No, forms are not counted as the total page count.
6. Page 4-5 states Evaluation Criteria and states “Offerors are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications”. Further down on Page 5 is the Submittal Requirements stating that submittals ‘should include the following’, with a list of items to be included that could be interpreted as a potential outline of section headings. The Evaluation Criteria listing and the Submittal Requirements listing don’t seem to match up with each other. Is Roanoke County willing to provide a suggested outline of section titles?
The outline of section titles should be as listed at the bottom of page 5 and top of page 6. (Transmittal Letter, Firm Qualifications, Identification of Key Team Members, Key Team Member Qualifications, Project Understanding, Related Experience, Proposed Schedule)