



# County of Roanoke

## FINANCE DEPARTMENT PURCHASING DIVISION

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### REQUEST FOR PROPOSAL

**RFP # 2019-005**

**Planning, Architectural & Engineering Open-End Services**

for

**Roanoke County and Roanoke County Public Schools**  
**Non Federal Funded Projects**

### Q&A Document

**Proposals Due: October 24, 2018  
2:00 P.M.  
(Local Prevailing Time)**

## RFP# 2019-005

### Planning, A&E Open-End Services for Roanoke County and Roanoke County Public Schools

#### Q&A Document

**Questions and Responses** – Please see the below for a Q&A document that may assist while you review the solicitation. Any future questions will be answered via an Addendum to this solicitation.

#### **Questions and Responses**

1. Is this project a new solicitation different from Roanoke County Project # 2019-004 Planning, A&E Open End Services for Roanoke County and Roanoke County Public Schools (Federal Funded Projects)?

**Answer:** Yes, this is a separate solicitation. The Roanoke County Project # 2019-004 Planning, A&E Open End Services for Roanoke County and Roanoke County Public Schools (Federal Funded Projects) is being issued for any project that may involve Federal Fund, and contains the correct information for Federal Requirements. This Project # **2019-005** – Planning, A&E Open Ended Services for RC and RCPS (Non Federal Funded Projects) is separate and will be used for Projects that will not require the use of Federal Funds.

2. Will this RFP be used for Federally Funded Projects?

**Answer:** No, this project will not be used for federally funded projects.

3. Will the Data on Convictions section need to be included as a part of the initial submission or will it be required to be submitted to RCPS upon any awarded work with them under this contract?

**Answer:** Data and Convictions information will be required before RCPS enters into a contract with a preselected Offeror.

4. Can a firm submit one comprehensive proposal for multiple disciplines?

**Answer:** Yes, a firm may submit one comprehensive proposal for multiple disciplines.

5. Can you confirm that firms should submit both individually, and as part of a team?

**Answer:** Firms may not propose as teams for this solicitation. Subsequently, the selection committee may award none, one, or multiple disciplines from a single proposal. The total number of awarded contracts will be at the discretion of the internal committee. Any resulting contract will be solely with the Offeror who shall be responsible for providing and delivering all services

awarded directly. Please reference the below text from Page 2 of the RFP for additional clarification.

The total number of awarded contracts will be at the discretion of an internal committee however it is currently intended that resulting contract categories will include:

- Up to two full service A&E firms. Such firms must be able to provide Architectural services and all or MOST of the major disciplines of Civil Engineering, Structural Engineering, and respective MEP Engineering fields. Any resulting contract will provide for a selected firm to subcontract a discipline not available in-house as needed on a specific for this discipline. Proposal responses must clearly indicate those services provided in-house.
- Up to two firms providing Civil Engineering and Surveying services.
- Up to two firms providing Geotechnical Engineering, Construction Testing, and Environmental Engineering services.
- Additional firms that provide one or more of the following: Structural Engineering, Mechanical Engineering, Plumbing Engineering, Electrical Engineering, or Construction Administration/Management.

6. Do all the pages of the RFP need to be returned as part of the submittal, or just the pages/forms needing completion?

**Answer:** Only the pages/forms requested and required in the RFP need to be returned along with the final proposal including any addendums posted. Proposals that do not meet these requirements in this proposal may be rejected as being non-responsive.

7. Is there a general ideal of the expected value of work over the next year?

**Answer:** The County and Schools annually appropriate funds for CIP projects as well as general capital maintenance funding for various divisions within each. Please reference the PROPOSED FY19 combined County and School CIP plan at the following address <http://www.roanokecountyva.gov/index.aspx?NID=590> this can provide an overall idea for budgeted expenses but there is no formula that determines how much of the CIP Plan is A&E only. Larger CIP projects may warrant separate procurement and the County/Schools reserve the right to procure these projects separately.

8. Are there any current projects ready to go once these new contracts are in place?

**Answer:** Any current projects will use the current A&E Contracts Roanoke County and Roanoke County Public Schools currently have in place. There are no current projects in place or planned to specifically utilize these new contracts.

9. Construction Administration is a bullet item under multiple disciplines, however Construction Administration is also listed as its own separate discipline. Can you please clarify the difference?

**Answer:** The intent is if you are hired, for example, as an Electrical Engineer firm you may be requested to perform the Construction Administration. However, we may just want a Construction Administration firm for a construction project alone.

10. Can you please clarify the **Purchase Order Restriction** section on **Page 9** of the RFP in regards to the \$60,000 purchase order limit?

**Answer:** The \$60,000 purchase order limit is an internal control for the County/Schools. Any project/PO that would exceed \$60,000 would have to receive written consent from the County Administrator in order to proceed. Without written consent or voluntarily the County/Schools reserve the right to issue a separate RFP if deemed to be in their best interest.

11. How many current A&E suppliers received work in the past year from the current contracts that are in place?

**Answer:** This data is not currently available due to a new county wide system implementation and all data not being easily available for ease of comparison.

12. Will pricing be required in the proposals for this RFP?

**Answer:** As professional services pricing is not required up front but non-binding pricing could be requested during the interview stages.

13. If two Firms are listed for a specific discipline how will the County/Schools determine who will be used?

**Answer:** The County/Schools reserve the right to request proposals from all Firms under the specific discipline for competitive review, or work directly with either of the available Firms.

14. How many contracts will be awarded for full services teams/groups and how many contracts will be awarded on an individual basis?

**Answer:** The final number of awarded contracts will be determined by the committee after all proposals are received and reviewed. Please reference the below text from Page 2 of the RFP for additional clarification.

The total number of awarded contracts will be at the discretion of an internal committee however it is currently intended that resulting contract categories will include:

- Up to two full service A&E firms. Such firms must be able to provide Architectural services and all or MOST of the major disciplines of Civil Engineering, Structural Engineering, and respective MEP Engineering fields. Any resulting contract will provide for a selected firm to sub-contract a discipline not available in-house as needed on a specific for this discipline. Proposal responses must clearly indicate those services provided in-house.
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