



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

October 19, 2018

ADDENDUM NO. 1 TO ALL BIDDERS/OFFERORS:

Reference – **2019-005**

Description: Planning, A&E Open-End Services Non - Federal Funded Projects

Dated: **Issued September 12, 2018**

Proposal Due: **Please Note New Date – Friday November 16, 2018 2:00 P.M. (Local Prevailing Time)**

The above Project is hereby changed as addressed below:

1. Sign in Log
2. Questions/Responses
3. Change/Description

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thanks,

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

Sign Name:

Print Name:

Name of Firm:

Date:

1. Sign in Log

See the Following 6 Pages for the Full Sign-In Log

Sign-In Log

RFP# **2019-005**

TITLE: **A and E Open Ended Services for RC and RCPS (Non Federal Funded Projects)**

October 3, 2018

2:30 PM

(PLEASE PRINT) – Pre-Proposal Conference (Non Mandatory)

Name/Title BRIAN WYATT / BARNETT MANAGER
Company ECS MID. ATLANTA, LLC
Telephone 540-362-2000 Fax 540-362-1202
Email bwyatt@ecslimited.com

Name/Title NADEAN CARSON
Company PARKER DESIGN GROUP
Telephone 540-387-1153 Fax _____
Email NCarson@parkerdg.com

Name/Title TOM DALE / PRESIDENT
Company LUMSDEN ASSOCIATES, PC
Telephone 540-774-4411 Fax 540-772-9445
Email TDALE@LUMSDENPC.COM

Name/Title FRANK CALDWELL / PRINCIPAL
Company CALDWELL WHITE ASSOCIATES
Telephone 366-3400 Fax 366-8702
Email CWROANOKE@AOL.COM

Name/Title Megan McBroom Marketing
Company Drapen Aden Associates
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Email mmcbroom@daa.com

Sign-In Log

RFP# 2019-005

TITLE: A and E Open Ended Services for RC and RCPS (Non Federal
Funded Projects)

October 3, 2018

2:30 PM

(PLEASE PRINT) – Pre-Proposal Conference (Non Mandatory)

Name/Title Eugene Coleman Project Manager
Company A. Murtun Thomas & Associates
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Email ecoleman@amteengineering.com

Name/Title Adam Murray Design Engineer
Company Thompson & Hutton
Telephone 540-633-1897 Fax _____
Email amurray@t-h.com

Name/Title Thomas Knight Project Designer
Company Hurt & Proffitt, Inc
Telephone 540.552.5592. Fax _____
Email kboyd@handp.com * Keith Boyd Primary Contact.

Name/Title Richard Rife
Company Interactive Design Group
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Name/Title Mike Dooley PM
Company MBP
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Email mdooley@mbpce.com.

Sign-In Log

RFP# 2019-005

TITLE: A and E Open Ended Services for RC and RCPS (Non Federal Funded Projects)

October 3, 2018

2:30 PM

(PLEASE PRINT) – Pre-Proposal Conference (Non Mandatory)

Name/Title LENORE WEISS
Company SPECTRUM DESIGN, P.C.
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Name/Title Jessica Nash
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Name/Title CHRIS PHILLIPS / DIRECTOR OF OPS - REANKE STUDIOS
Company RRMM ARCHITECTS
Telephone 540 230 8790 Fax _____
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Name/Title Tiffany Ridenhour / Marketing Coordinator
Company Froehling & Robertson, Inc.
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Email tridenhour@fandr.com

Name/Title DARRYL MOSER - DESIGN / PROJECT MANAGER
Company BURNS & MCDONNELL
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Email DWMOSER@BURNSMCD.COM

Sign-In Log

RFP# 2019-005

TITLE: A and E Open Ended Services for RC and RCPS (Non Federal
Funded Projects)

October 3, 2018

2:30 PM

(PLEASE PRINT) – Pre-Proposal Conference (Non Mandatory)

Name/Title Heath Handler / Purchasing Manager
Company Roanoke County
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Name/Title Philip Thompson / Acting Director of Planning
Company Roanoke County
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Name/Title Richard Cayton / Asst. County Administrator
Company Roanoke County
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Email rcayton@roanokecountyva.gov

Name/Title Rob Light - GS Director
Company County
Telephone 777-6369 Fax _____
Email r.light@roanokecountyva.gov

Name/Title _____
Company _____
Telephone _____ Fax _____
Email _____

Sign-In Log

RFP# 2019-005

TITLE: A and E Open Ended Services for RC and RCPS (Non Federal
Funded Projects)

October 3, 2018

2:30 PM

(PLEASE PRINT) – Pre-Proposal Conference (Non Mandatory)

Name/Title Ricky L. Lawrence
Company OWPR, INC
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Name/Title _____
Company _____
Telephone _____ Fax _____
Email _____

Name/Title _____
Company _____
Telephone _____ Fax _____
Email _____

Name/Title _____
Company _____
Telephone _____ Fax _____
Email _____

Sign-In Log

RFP# 2019-005

TITLE: A and E Open Ended Services for RC and RCPS (Non Federal
Funded Projects)

October 3, 2018

2:30 PM

(PLEASE PRINT) – Pre-Proposal Conference (Non Mandatory)

Name/Title MARK AYLES VP / CIVIL ENGINEER
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Name/Title _____
Company _____
Telephone _____ Fax _____
Email _____

Name/Title _____
Company _____
Telephone _____ Fax _____
Email _____

Name/Title _____
Company _____
Telephone _____ Fax _____
Email _____

2. Questions/Responses

Pre Proposal Conference Q&A for: RFP 2019-005

2019-005 - Planning, Architectural & Engineering Open-End Services for Roanoke County and Roanoke County Public Schools Non Federal Funded Projects

1) Will Aerial 12 Pt. font be required on RFP 2019-005?

Answer: Yes, Proposals must be limited to twenty-five (25) pages in length. A page is defined as back and front of a single sheet of paper. 50 pages total is a lot for them to write and us to read. If necessary ok, otherwise, please reduce. Font Size Arial 12 pt. with 1 ½ spacing

2) Will any of the forms required be part of the page count for the 25 page limit?

Answer: The RFP and any Forms requested, either supplied in the RFP or requested to be supplied with the final proposal, will NOT count towards the 25 Page Limit, this includes Tabs, Cover Pages, and Cover Letters as well.

3) Will Arial 12 Pt. font be required on any forms required for 2019-005?

Answer: No, any forms required will not be required to be in Arial 12 pt. font.

4) Will team submissions be allowed for this project # 2019-005?

Answer: No, team submission of combining multiple firms will not be accepted.

5) Where can the Standard Form 330 be obtained?

Answer: This is an industry published form for FAR compliance it can be found here - <https://www.gsa.gov/forms-library/architect-engineer-qualifications>

6) Does this Solicitation include Roanoke Valley-Alleghany Regional Commission as well?

Answer: No, RFP 2019-005 does not include Roanoke Valley-Alleghany Regional Commission, they are only included as part of RFP 2019-004.

7) Does “Full Service Firms” mean “Full Service Teams”?

Answer: No, a “Full service firm” would be a Single Firm that can provide Architectural services and all or MOST of the major disciplines of Civil Engineering, Structural Engineering, and respective MEP Engineering fields. Proposal responses must clearly indicate those services provided in-house. There are no “Teams” allowed for this solicitation.

To try to additionally clarify, for any contract if there are disciplines or project specific needs related to a project that require the use of a subcontracted consultant by an A&E then the A&E may supplement. For example, if Roanoke County has a renovation project using a “full service” contracted A&E and plumbing engineering is a discipline they don’t have then it will be permissible and expected that the A&E firm would subcontract for this.

8) Who are the members of the selection committee?

Answer:

Rob Light	General Services
Ron Riquelmy	General Services
Michael Wright	General Services
Philip Thompson	Community Development
George Assaid	RCPS
Richard Caywood	Assistant County Administration
Doug Blount	Parks and Rec

9) What is the construction project goal for these contracts?

Answer: For these A&E Services there will be a \$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. This \$60,000 is not a project limit, only an internal control, this does not mean Roanoke County will not use these contracts for projects of \$60,000.

For any Contractual Limits for each awarded Contract Roanoke County will follow § 2.2-4303.1. Architectural and professional engineering term contracting; limitations from the Virginia Public Procurement Act.

10) In the Evaluation Criteria for RFP 2019-005, page 12 lists “Expertise, experience and qualifications of team in providing services as related to the scope of services” as criteria for both METHOD AND PLAN FOR PROVIDING SERVICES and QUALIFICATIONS AND EXPERIENCE. Can you clarify the difference that Roanoke County is expecting for the separate sections, given that the wording is the same?

Answer: The evaluation Criteria has been updated to better reflect and clarify what is being requested. Please see the updated Evaluation Criteria **Shown below Question Number 11** to additionally address how this project will be evaluated.

11) Can you clarify the difference that you seek in “Organization Capabilities” under the QUALIFICATIONS AND EXPERIENCE heading, versus the ORGANIZATIONAL CAPABILITY heading? The latter is clearly defined, but I’d like to be clear on what you’re expecting under the QUALIFICATIONS AND EXPERIENCE heading.

Answer: The evaluation Criteria has been updated to better reflect and clarify what is being requested. Please see the updated Evaluation Criteria Shown Below to additionally address how this project will be evaluated.

Evaluation Criteria:

QUALIFICATIONS AND EXPERIENCE

- Team Experience
- Expertise, experience and qualifications of team in providing services as related to the scope of services

REFERENCES

- Quality of workmanship and performance of the consultant: Past performance on contracts with respect to such factors as control of costs, coordination and quality of work, and ability to meet schedules.
- Expertise, experience and qualifications in project management as related to the scope of services.

ORGANIZATIONAL CAPABILITY

- Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of sub-consultants
- Understanding of Scope
- Proposed Approach

12) Pages 7 and 8 of the RFP, discipline categories for Geotechnical Engineering, Construction Inspection and Testing Services, and Environmental Engineering are listed separately. On page 26 of the RFP, the Signature Form groups all three category disciplines together. Please clarify if Geotechnical Engineering, Construction Inspection and Testing Services, and Environmental Engineering is grouped together as one contract?

Answer: Offerors may propose for one or multiple of the A&E disciplines specifically listed starting on page 4 of the RFP. Offerors can propose for any discipline qualified.

The committee will determine the awards. Intended groupings are listed but the committee may award for single or multiple disciplines upon review. There is an **Amended Signature Sheet** attached to this Addendum as well that further clarifies the Discipline Selection Categories.

13) Please clarify if the County would like the 28-page RFP notice included as part of the RFP response, in addition to the completed required forms.

Answer: No, the full RFP will not be required as part of the Offerors Proposal Response.

14) Are the Q&A documents addendums? If so, should we just sign the first page and include those?

Answer: These should also be signed and included in your response, please just sign the first page and include it as part of your proposal. This page will not count as part of your overall total page count.

15) Do you want to see our experience in SF330 format? Or do you only want SF330 I & II?

Answer: This is an industry published form for FAR compliance it can be found here – Please use this form for this project.

<https://www.gsa.gov/forms-library/architect-engineer-qualifications>

16) Are the same people evaluating both submittals?

Answer: There will be one extra member on RFP 2019-004 that is not present on RFP 2019-005, otherwise as it currently stands the review committee will be the same.

17) On RFP 2019-005 why are there no Traffic/Transportation Planning and Engineering services? I thought you might use this to supplement a revenue sharing project.

Answer: For any project that Roanoke County will use on any Traffic/Transportation Projects the selected offeror(s) for this particular solicitation will be used for any other projects for Roanoke County, Federal or Non Federal projects. Roanoke County reserves the right to utilize any discipline contracted in the 2019-004 contract for projects that do not involve Federal funding.

18) For these term contracts, what are the types of projects in the works? We would like to showcase our similar projects.

Answer: There are no current projects lined up specifically for these contracts. For any additional information please reference Question Number 7 from the original Q&A Document that was posted with the original RFP.

19) Will the Town of Vinton be able to utilize the selected A/E's for its use?

Answer: No, the Town of Vinton will not be able to utilize these contracts.

3. Changes/Description

- 1) Please Note New Due Date and Time

Proposals Due: Friday November 16, 2018 2:00 P.M. (Local Prevailing Time)

- 2) Amended Section of RFP Scope of Work, page 2: (See Highlighted Section Below)

Please note there are two similar PA&E Services Solicitations for Roanoke County. One will be used. This RFP # **2019-004 Planning, Architectural & Engineering Open-End Services**, this RFP may be used for **Federally Funded Projects for Roanoke County, Roanoke County Public Schools, and the Roanoke Valley-Alleghany Regional Commission.** The second RFP **2019-005 Planning, Architectural & Engineering Open-End Services may be used for Non Federal Funded Projects** for Roanoke County and Roanoke County Public Schools and the Roanoke Valley-Alleghany Regional Commission. Offerors may respond to one or both solicitations.

Offerors may propose for one or multiple of the A&E disciplines specifically listed starting on page 4 of the RFP. The total number and types of awarded contracts will be at the discretion of the selection committee. However, it is currently intended that resulting contract categories will include (but may not be limited to):

- 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.
 - 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.
- 3) **Updated Required AMENDED Signature form (Attached).** This form will replace the original Signature sheet and is now the required Signature Page. This form now has corrected the Check Boxes to correctly reflect the RFP language. There are now check boxes for survey and civil separately, also Geotech, Construction Testing, and Environmental, and Architectural.

RFP # 2019-005 AMENDED SIGNATURE FORM (REQUIRED)

Please check all of the disciplines proposed: **Mandatory selection if your firm wants to be included in a discipline please make sure it is selected here.** If a discipline is **NOT** selected below and that discipline is referenced in your firm's proposal it may not be included in the selection and review process.

- | | |
|---|--|
| <input type="checkbox"/> Full Service - (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. Proposal responses must clearly indicate those services provided in-house.) | <input type="checkbox"/> Geotechnical Engineering |
| <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Construction Testing |
| <input type="checkbox"/> Surveying Services | <input type="checkbox"/> Environmental Engineering services |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Structural Engineering |
| | <input type="checkbox"/> Mechanical Engineering |
| | <input type="checkbox"/> Electrical Engineering |
| | <input type="checkbox"/> Plumbing Engineering |
| | <input type="checkbox"/> Construction Administration/Value Engineering |

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended, Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, The Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County Of Roanoke, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County Of Roanoke, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County Of Roanoke.

I hereby certify that I am authorized to sign as a Representative for the Firm:

COMPANY NAME _____

ADDRESS _____ PHONE # _____

_____ FAX # _____

_____ EMAIL _____

FEIN _____ VA BUSINESS LICENSE NO. _____

STATE CONTRACTOR'S NUMBER (IF APPLICABLE) _____

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO

AUTHORIZED PER VA CODE §2.2-4311.2 _____

SIGNATURE _____ DATE _____

NAME _____ TITLE _____