



# 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/OFFERRORS:

Reference – 2019-004

Description: Planning, A&E Open-End Services 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](mailto:hhonaker@roanokecountyva.gov)

---

Sign Name:

---

Print Name:

---

Name of Firm:

---

Date:

## **1. Sign in Log**

See the Following 7 Pages for the Full Sign-In Log

## Sign-In Log

RFP# 2019-004

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

**October 3, 2018**

**1:00 PM**

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

---

Name/Title Mark J. Ayres VP / CIVIL ENGINEER  
Company Hughes ASSOC. Architect: ENGINEERS  
Telephone (540) 342-4002 Fax (540) 342-2260  
Email mayles@hughesae.com

---

Name/Title Jay Clapp Region Leader / Senior Traffic Eng'r.  
Company Ramsey Kemp + Associates, Inc.  
Telephone 334-725-5470 Fax   
Email jclapp@ramseykemp.com

---

Name/Title Brian Wyatt Project Manager  
Company ECS Mid-Atlantic LLC  
Telephone 570. 362-2000 Fax 570. 362-1202  
Email bwyatt@ecslimited.com

---

Name/Title Mike Dooley - P.E.  
Company MBP  
Telephone 540-598-2131 Fax   
Email mdooley@mbpcpe.com

---

Name/Title Scott Hodge  
Company AECOM  
Telephone 540-857-3322 Fax 540-857-3180  
Email scott.hodge@aecom.com

---

## Sign-In Log

RFP# 2019-004

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

**October 3, 2018**

**1:00 PM**

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

---

Name/Title Thomas Knight PROJECT DESIGNER

Company Hurt & PROFFITT, INC.

Telephone 540.552.5592 Fax \_\_\_\_\_

Email Kboyd@handp.com

---

Name/Title Adam Murray Design Engineer

Company Thompson Lutton

Telephone 540-633-1897 Fax \_\_\_\_\_

Email amurray@t-l.com

---

Name/Title Eugene Coleman Project Manager

Company A. Morton Thomas + Assoc.

Telephone 276-889-4044 Fax \_\_\_\_\_

Email ecoleman@amtengineering.com

---

Name/Title Chuck Baker Principal

Company Timmons Group

Telephone 540-521-8355 Fax \_\_\_\_\_

Email Chuck.Baker@Timmons.com

---

Name/Title NADEAN CARSON

Company PARKER DESIGN GROUP

Telephone 540-387-1153 Fax \_\_\_\_\_

Email NCarson@parkerdg.com

---

## Sign-In Log

RFP# 2019-004

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

October 3, 2018

**1:00 PM**

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

---

Name/Title Tiffany Ridenhour / Marketing Coordinator  
Company Froehling & Robertson, Inc  
Telephone 540-344-7939 Fax 540-344-3657  
Email tridenhour@fandr.com

---

Name/Title Brandon Steele ASCE. Eng.  
Company WRA  
Telephone 540 951 3727 Fax \_\_\_\_\_  
Email BSteele@WRALPF.com

---

Name/Title Richard Rife  
Company Interactive Design Group  
Telephone 540-342-7534 Fax \_\_\_\_\_  
Email richard.rife@idgarchitecture.com

---

Name/Title Chris Phillips  
Company RRMM  
Telephone 540 230 8790 Fax cphillips@rrmm.com  
Email Cphillips@rrmm.com

---

Name/Title Jessica Nash  
Company H&B Surveying and Mapping LLC (DBE/WBE/SWAM)  
Telephone 540-521-5913 Fax \_\_\_\_\_  
Email jnash@hbsurveying.com

---

## Sign-In Log

RFP# 2019-004

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

October 3, 2018

1:00 PM

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

---

Name/Title Heath Honacher / Purchasing Manager  
Company Roanoke County  
Telephone 540.283.5146 Fax \_\_\_\_\_  
Email h.honacher@roanokecountyva.gov

---

Name/Title Philip Thompson  
Company Roanoke County  
Telephone 540-772-2029 Fax \_\_\_\_\_  
Email p.thompson@roanokecountyva.gov

---

Name/Title Richard Caywood / Ass't. County Administrator  
Company Roanoke County  
Telephone 540-776-7190 Fax \_\_\_\_\_  
Email rcaywood@roanokecountyva.gov

---

Name/Title Rob Light - General Services Director  
Company County  
Telephone 777-6369 Fax \_\_\_\_\_  
Email r.light@roanokecountyva.gov

---

Name/Title Cristina Finch, Director of Transportation  
Company Roanoke Valley-Alleghany Regional Commission  
Telephone 540.343-4417 Fax \_\_\_\_\_  
Email cfinch@rvarc.org

---

## Sign-In Log

RFP# 2019-004

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

October 3, 2018

**1:00 PM**

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

---

Name/Title H. VENIORE WEISS  
Company SPECTRUM DESIGN, P.C.  
Telephone 540-342-6001 Fax 540-342-6055  
Email LWEISS@SPECTRUMPC.COM

---

Name/Title Ricky L. LAWRENCE, CIO  
Company OWPR, INC  
Telephone 540-552-2151 Fax 540-951-0219  
Email R.LAWRENCE@OWPR.COM

---

Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

---

Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

---

Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

---

## Sign-In Log

RFP# 2019-004

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

**October 3, 2018**

**1:00 PM**

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

---

Name/Title George Assaid  
Company RCPS  
Telephone 562-3900 Fax \_\_\_\_\_  
Email GASSAID@RCPS.US

---

Name/Title Sean Horne  
Company BALZER & ASSOCIATES  
Telephone 772-9580 Fax \_\_\_\_\_  
Email SHORNE@BALZER.CC

---

Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

---

Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

---

Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

---

## Sign-In Log

RFP# 2019-004

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

**October 3, 2018      1:00 PM**

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

Name/Title Megan McBroom - Marketing  
Company Draper Aden Associates  
Telephone 540.552.0244 Fax \_\_\_\_\_  
Email mmcbroom@daa.com

Name/Title \_\_\_\_\_  
Company \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

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 – 2019-004**

**2019-004** - Planning, Architectural & Engineering Open-End Services for Roanoke County, Roanoke County Public Schools, and the Roanoke Valley-Alleghany Regional Commission  
**Federal Funded Projects**

- 1) Will Arial12 Pt. font be required on SF 330 Forms or other required forms for 2019-004?**  
**Answer:** No, the SF 330 Forms and other forms will not be required to be in Arial 12 pt. font.
- 2) Will any of the SF 330 forms or any other forms 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, Addendums and Cover Letters as well.
- 3) The DBE contract goal for this procurement is 0%; however, Roanoke County believes that these services support 10% DBE participation. If this is the case and the solicitation does not allow teams, how can a submitting firm meet the 10% DBE participation?**  
**Answer:** Team Submissions will be allowed but not required for this Solicitation RFP # 2019-004.
- 4) If a firm wants to propose on 2019-004 and 2019-005 can they put submit only one and label the proposal as 2019-004/2019-005?**  
**Answer:** No, if a firm wants to submit for both solicitations they will need to submit a proposal for each project and meet the requirements for that solicitation. Any proposals that are received and not clearly labeled as either 2019-004 **OR** 2019-005 may be treated as Non-Responsive and rejected.
- 5) Will offerors be allowed to propose as “teams” to include for example, a Parent Firm and then have sub consultants to cover every service provided or do you want a firm that is specific for one particular discipline/service?**  
**Answer:** Team Submissions will be allowed but not required for this Solicitation RFP # 2019-004.
- 6) Is there a specific list of disciplines that firms are allowed to go after individually?**  
**Answer:** Please see the signature page for the disciplines that are available for solicitation.

**7) Will these projects for the Federal RFP 2019-004 be primarily VDOT type work or will the projects have other A&E commitments?**

**Answer:** These will be almost exclusively for VDOT Transportation Projects but we do not want to rule out other projects as well.

**8) Will the VDOT Form C-63 be required as part of the Proposal Response or will it be required when a Project Task order is issued?**

**Answer:** This form will not be required to submit with your offer but only once the project task order has been issued.

**For additional information see below:**

C-63s are collected quarterly, typically this is submitted to VDOT Civil Rights this form captures all payments paid to DBE firms, SWaM firms, or Non-DBE/SWaM firms.

1st Quarter is for July 1 - September 30

2nd Quarter is for Oct 1 - December 31

3rd Quarter is for Jan 1 - March 31

4th Quarter is for April 1 - June 30

**9) What exactly should the Expression of Interest Include?**

**Answer:**

1. The name of the firm(s) and the managing principal of the firm(s).
2. The firm's principal place of business and the size of the firm's staff.
3. The geographic location of the firm office where work will be performed in relation to the project location.
4. Identification and role of key individuals on the team, including their primary area of expertise per the RFP, a summary of education and relevant work experience information for each key individual.
5. Expertise and a minimum of five years past experience of the team in providing services on projects of similar size, scope and features as those required in this RFP, including documentation of previous performance on VDOT or other federally funded projects.
6. Understanding of the RFP as demonstrated by the approach to organization and management that will be undertaken to achieve individual project objectives and meet the scope of services.
7. Current and projected work load and a statement that summarizes the ability to complete the work in a timely manner.
8. Documentation of DBE participation whether as a prime or sub-consultant and identification of any sub-consultants to be used to accomplish the work.
9. Documentation of the familiarity with federal, state and local codes, requirements, standards and procedures.
10. A list of projects in Roanoke County over the last ten years and a list of up to ten other relevant projects completed elsewhere over the last ten years.

11. A list of references including names, addresses, and phone numbers of no more than five (5) individuals or organizations familiar with the firm's performance on this type of project. (See Required Documents from RFP)

**10) If a firm is awarded a contract for the Federal Funded Solicitation 2019-004, and there is another project that Roanoke County has that is for state or local funds for a Transportation related project, can that awarded firm be used for the state/locally funded project?**

**Answer:** Yes, the awarded contract would meet any requirement for state/locally funded projects, therefore the awarded firm could be used.

**11) If a firm will use sub-consultants (not necessarily a team but sub consultants) will they be required to provide that information up front with the proposal response or will that be required before any projects begin?**

**Answer:** - Team Submissions will be allowed but not required for this Solicitation RFP # 2019-004. That being said, if there is more than one firm in the proposal, it is a team – how that team is structured, prime with subs or otherwise is up to the offeror.

**12) 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, Roanoke County/RCPS/RVARC may use this contract for projects greater than \$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.

**13) Does the \$60,000 limit for written authority apply to any projects for the Roanoke Valley-Alleghany Regional Commission?**

**Answer:** No, this limit only applies for Roanoke County and Roanoke County Public Schools.

**14) Who will manage the projects for the awarded contracts?**

**Answer:** Most if not all will be managed by Roanoke County, Roanoke County Public Schools, or Roanoke Valley-Alleghany Regional Commission.

**15) Will the submission date be extended for this project?**

**Answer:** Yes, this project will be extend. The New Project Submission due date is **Friday November 16, 2018**.

**16) Are there a set number of firms that will be awarded for this solicitation?**

**Answer:** There is not a set final determined number of contracts to be awarded for this solicitation, the total number of awarded contracts will be at the discretion of an internal committee.

**17) In a firm's response, should they list Non-VDOT projects as well or should a firm list only VDOT projects?**

**Answer:** The primary interest would be for Transportation and Transportation related projects, but if a firm feels they have a project that is similar and want to include it that can be left up to the firm to determine.

**18) If a firm submits for both 2019-004 and 2019-005, will they be evaluated separately?**

**Answer:** Yes, each project will be treated as a just that, separate projects, and may possibly be awarded on separate timelines. Your submissions on one will not be compared to your submission on the other.

**19) Do the Greenway projects all have federal funds involved on them?**

**Answer:** Most if not all of the Greenway projects have some federal funds on them. There could be pedestrian projects that are not federally funded but most of the Greenway system is being federally funded.

**20) Where can the Standard Form 330 be obtained?**

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

**21) Will there be a dollar value set to determine when a project is so large that it will be procured separately outside of these Open Ended contracts?**

**Answer:** There is no current dollar limit set to determine this, each project will be evaluated based on the requirements and needs of the project and each entity involved in this solicitation reserves the right to pursue either method.

**22) Is there any preference on location of a firm within the radius of Roanoke County?**

**Answer:** There is no mandate of how far or close a firm can be to submit as long as a firm can fully show how they can service the needs of Roanoke County, Roanoke County Public Schools, or the Roanoke Valley-Alleghany Regional Commission.

**23) Will transportation Related projects be covered in both 2019-004 and 2019-005?**

**Answer:** No, Transportation related projects will be covered under the 2019-004 Federally Funded Project. Any firm wanting to submit for Transportation related projects should submit to Project # 2019-004 - Planning, Architectural & Engineering Open-End Services For Roanoke County, Roanoke County Public Schools, and the Roanoke Valley-Alleghany Regional Commission Federal Funded Projects.

**24) 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
Cristina D. Finch	Roanoke Valley-Alleghany Regional Commission

**25) Are Prime offerors permitted to include sub consultants on their team? For example, as a firm we would like to submit for Construction Inspection services on the Federally Funded RFP, and there is a lower tier debarment form included in the RFP, but we would like to include a testing firm as we typically do for a standard Inspection RFP. Please advise.**

**Answer:** Yes, team Submissions will be allowed but not required for this Solicitation RFP # 2019-004, this would include sub consultants on your team.

**26) If sub consultants are not permitted, how could a large business meet the following requirements?**

• The DBE contract goal for this procurement is 0%; however, Roanoke County believes that these services support 10% DBE participation.

• If portions of the services are to be subcontracted to a DBE or SWaM, the following needs to be submitted with your EOI and both must reference the project number(s) for the services:

- i. Written documentation of the prime's commitment to the DBE or SWaM firm to subcontract a portion of the services, a description of the services to be performed and the percent of participation.
- ii. Written confirmation from the DBE or SWaM firm that it is participating, including a description of the services to be performed and the percent of participation.

**Answer:** Team Submissions will be allowed but not required for this Solicitation RFP # 2019-004.

**27) Are offerors allowed to submit exceptions to the RFP General Terms & Conditions? If so, how should exceptions to the General Terms & Conditions be submitted?**

**Answer:** See Below from the Virginia Public Procurement Act. If you take any exceptions and want to list them that will be left up to you, however this is not a requirement and not requested at this stage of the solicitation.

§ 2.2-4302.2. Process for competitive negotiation.

For architectural or engineering services, the public body shall not request or require offerors to list any exceptions to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or standards developed pursuant to § 2.2-1132, until after the qualified offerors are ranked for negotiations.

**28) Can offerors propose sub-consultants in response to this solicitation?**

**Answer:** Yes, team Submissions will be allowed but not required for this Solicitation RFP # 2019-004.

**29) Is the certification page the same as the signature form included in the Attachment B?**

**Answer:** If you are Referencing CERTIFICATION REGARDING DEBARMENT it will need to be signed, otherwise the Signature form is a requirement as well.

**30) 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.

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

**Answer:** The Standard Form 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>

**32) Are the same people evaluating both submittals?**

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

**33) 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.

**34) Will work for Roanoke Valley-Alleghany Regional Commission be performed only in the Roanoke County area?**

**Answer:** No, work for Roanoke Valley-Alleghany Regional Commission may be performed outside of Roanoke County.

### **3. Change/Description**

#### **Please Note New Due Date and Time**

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