



# ROANOKE COUNTY

Purchasing Division

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July 1, 2022

## ADDENDUM NO. 1 TO ALL BIDDERS/OFFERRORS:

Reference – RFP 2023-004

Description: Multiphase Professional Services Contract for the Hollins Public Library  
Replacement

Issue Date: June 10, 2022

Proposal Due: July 11, 2022

The above Project is hereby changed as addressed below:

1. Clarification regarding proposal organization: Where there is a conflict between RFP Section 3.C., and Attachment B, please defer to the organization provided in Attachment B. Proposals submitted should match the layout/organization provided in Attachment B to the RFP.
2. Hollins Center Plan. The Hollins Center Plan created in 2020 is available for review at the following link: <https://www.roanokecountyva.gov/DocumentCenter/View/19098/Hollins-Plan-Appendices---Online-Version-9-17-2020?bidId>. This plan was referenced at the pre-proposal conference as a potential source of background information. Additional areas of interest discussed at the conference include but are not limited to the following: local history, flexible instruction space for evolving technology, flexible programming space(s), useable outdoor space.
3. Pre-Proposal Conference Sign-In Log. See attached as Exhibit 1 to this addendum, a copy of the sign-in sheets from the nonmandatory pre-proposal conference held on June 22, 2022.
4. Sample Contract. Please see attached as Exhibit 2 to this addendum, a copy of the sample contract document drafted for this RFP 2023-004.
5. Responses to Questions Submitted. Please see the following questions submitted by potential Offerors, and the responses provided by the County as we are able.
  - a. Regarding Section 3.C.2.; will a current Profit and Loss statement suffice for this requirement?  
*A Profit and Loss statement alone does not provide meaningful information without a balance sheet and a cash flow statement. When used together, they can provide an in-depth look at a company's financial performance. We ask for the current and previous year's annual financial reports to compare changes between different*

*accounting periods. A statement regarding any recent or foreseeable mergers or acquisitions is also required.*

- b. Has the sample contract referred to as attachment A been distributed?  
*See Exhibit 2 to this addendum.*
- c. Page 9 item E notes that the proposal is limited to 25 pages (double sided print acceptable) - Are the required forms/attachment B included in overall page count? Are the 'other materials you may want as part of your proposal' included in the 25 page limit?  
*The page limit is hereby increased to 30 pages, double sided. This count should include all materials and forms. Covers and dividers need not be included in this count.*
- d. Can you disclose the locations of the sites referenced in the pre-proposal as having been studied and dismissed in analysis over the past 4-5 years?  
*This information will be provided to the successful Offeror, once selected and contracted.*
- e. Can you confirm whether the proposer is to assume that the 2022 project budget of \$12.7 M would be adjusted such that portion of hard / construction costs is escalated winter 2026 (midpoint of construction with a start in summer 2025)?  
*Offerors should consider \$12.7M as the current and future project budget. The project budget can only be amended by the Board of Supervisors.*
- f. Will the project budget include AV, IT and FF&E? Should this be included in the AE planning & design scope?  
*Yes, the project budget includes AV, IT, and FF&E; yes, these should be included in the planning and design scope.*
- g. Does the project budget include moving/relocation costs and temporary facilities expenses? Should this be included in the AE planning & design scope?  
*Yes; this is part of the budget and should be included.*
- h. Does Roanoke have Library Design Standards utilized on recent County library projects? If not, should the proposer account for this in the scope of services?  
*The County does not currently have internal design standards; however, the Library of Virginia's Planning for Library Excellence is available at the following link: <https://www.lva.virginia.gov/lib-edu/ldnd/standards/PFLE.pdf>. This document was likely taken under consideration in the design of previous County projects. Offerors may use this as a resource, but adherence to this planning document for the purposes of proposal submission is not a requirement.*
- i. If it is concluded that the existing facility will be renovated, will the site be occupied during construction?  
*Library services displacement will be assessed once the project design as been determined.*
- j. Pages 6 and 7 and information shared in the pre-proposal lists the scope of design services as 5 phases - pre-proposal description indicated that CD phase is not

included in the 5 phases and would follow under separate contract; however, page 15 of 23 lists CDs, Bidding and Construction – please clarify.

*Phase 6: Project Design Development, is not included in the initial project phase.*

- k. Can you confirm who will be on the selection committee?  
*At this time, we will not provide names of specific committee members. The committee will be made up of a mix of Administration and Library personnel.*
  
- l. Is the Hollins Library facilities assessment from 2019 available as a public document?  
*Yes; please see attached as Exhibit 3 to this addendum, copies of the section of the County facilities assessment which pertain to the Hollins Library.*
  
- m. Can you provide the name of the consulting team who prepared the 2019 assessment?  
*Cardno GS, Inc.*
  
- n. Is the lead firm required to be located in Roanoke County?  
*No.*
  
- o. The preproposal meeting indicated that the County prefers fewer meetings; no community engagement, and a limited number of meetings with the Library Board and staff, and County administrators. Please confirm that no community engagement meetings are expected.  
*We cannot confirm that we will not have a community engagement meeting. Phases 1, 3, and 5 require interaction with community members and stakeholder groups. County Administration, Board of Supervisors, or County staff may request a community engagement meeting during the process.*

**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.

Thank you,

Kate Hoyt, Senior Buyer  
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Sign Name:

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Print Name:

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Name of Firm:

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