

**TOWN OF LEESBURG, VIRGINIA  
REQUEST FOR PROPOSALS  
COMPREHENSIVE ENGINEERING, ARCHITECTURAL, SURVEYING  
AND RELATED SERVICES**

**RFP NO. 300810-FY15-22**

**Addendum #2**

**April 22, 2015**

- 1. All firms are required to use the revised RFP submission form dated April 22, 2015 (attached) in order for their submission to be considered.**
  
- 2. Questions and Answers:**

Question 1: We are interested in submitting on this RFP as it states that individual firms may qualify for any or all of the services requested. On page 17, Qualifications form, we would cover the Water Resources Engineering portion as well as the Environmental on our own. On page 4, it is stated that one or more contracts will be awarded under the 4 specialties:

- General Civil Engineering and Surveying
- Utility Engineering (Water and Sewer)
- Water Resources Engineering
- Architecture/Mechanical/Electrical

Since our service offerings are broken up under Water Resources Engineering and then Secondary Services Areas for Environmental, should we only submit on these sections or form a team to provide more comprehensive services? Also, would you consider riding another contract for the Secondary Environmental Services or does the contract need to be in house?

**Answer 1: It is anticipated that tasks assigned under the contracts awarded under this solicitation will primarily be associated with the types of work described in the four specialty types of contracts listed on page 4. The intention of the Town is to award contracts to ensure that these types of capabilities are available. Historically, the assignments have primarily been in these technical areas.**

**The types of capabilities described in the secondary services may be needed during the term of these contracts. However, no specific assignments for these services have been identified and it is not anticipated that the volume of work for these types of projects will be significant. However, it is the Town's desire to have the ability to use the contracts for these types of assignments, should the need arise.**

**Firms submitting for these contracts are encouraged to indicate all capabilities in their proposal. It is not necessary for a firm to show capabilities in all technical**

areas. However, teaming is allowed and encouraged if the result is an increased ability to provide complete services on an individual task.

Under certain circumstances, the Town may consider using another public body's contract for certain services as allowed by the Virginia Public Procurement Act. Note that in accordance with section § 2.2-4303 of the VPPA, the request for proposals for the contract being used must specify that the procurement was being conducted on behalf of other public bodies, and contracts for architectural or engineering services are excluded from being used by other public bodies.

Question 2: Can you please identify the incumbent firm who presently holds the Comprehensive Engineering, Architectural, Surveying and Related Services contract?

**Answer 2: The Comprehensive Engineering, Architectural, Surveying and Related Services is a new contract that will replace, combine, and expand the services provided under other current contracts. Our current contracts are:**

**Comprehensive Civil Engineering Services:**

- AMEC Foster Wheeler
- Bowman Consulting Group, Ltd.
- Paciulli, Simmons & Associates, Ltd.
- Rinker Design Associates, PC
- Rummel, Klepper & Kahl, LLP

**Design Contract for Utility Specific Project:**

- Hazen & Sawyer, PC

Question 3: Can you tell us who the current incumbents for this work are?

**Answer 3: See Answer 2.**

Question 4: This question is in reference to Page 16 of RFP No. 300810-FY15-22, entitled BID FORM - RFP SUBMISSION FORM.

The following section states:

"SECTION III - CONFLICTS OF INTEREST - This solicitation is subject to the provisions of VA Code Ann. Section 2.1-639.2 et seq., the State and Local Government Conflicts of Interests Act. The Offeror [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest."

However, when searching "Virginia General Assembly Legislative Information System" we found two parts of the Code of Virginia which may have supplemented and/or superseded the reference stated in the RFP. We could not locate the RFP reference online.

Title 2.2 Administration of Government, Chapter 31 - State and Local Government Conflict of Interests Act and Chapter 43 - Virginia Public Procurement Act, Article 6. Ethics in Public Contracting, may have parts/ paragraphs which may be more current and/or applicable. In particular, the provisions contained in Parts 2.2-4367 through 2.2-4377 may be more applicable than the RFP reference.

Is it possible to clarify Section III of this RFP?

**Answer 4:**

**The RFP Submission Form (attached) has been revised to include the correct reference. All firms are required to use the revised RFP submission form dated April 22, 2015 in order for their submission to be considered.**

**END OF ADDENDUM #2**

**BID FORM – RFP SUBMISSION FORM  
(REVISED APRIL 22, 2015)**

**SECTION I – COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE**

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_  
Organized under the laws of the State of \_\_\_\_\_  
Principal place of business at \_\_\_\_\_  
Federal Id Number \_\_\_\_\_ Registered Agent \_\_\_\_\_  
State Corp. Commission Registration No. \_\_\_\_\_ (attach Certificate of Good Standing)

List the names and addresses of all persons having ownership of 3% or more in the company:

Name	Address
_____	_____
_____	_____
_____	_____

The Town of Leesburg requests, as a matter of policy, that any consultant or firm receiving a contract of award resulting from a formal solicitation issued by the Town shall make certification as specified below. Receipt of such certification, shall be a prerequisite to the award of contract and payment thereof.

**SECTION II – EMPLOYEES NOT TO BENEFIT** - I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of the Town of Leesburg, or members of his/her immediate family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder’s fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

**SECTION III – CONFLICTS OF INTEREST** - This solicitation is subject to the provisions of VA Code Ann. Section 2.2-3100 to 2.2-3131, the State and Local Government Conflict of Interests Act. The Offeror [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

**SECTION IV – COLLUSION** - I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and federal law and can result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for my company.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (Printed) \_\_\_\_\_ Title \_\_\_\_\_

**BIDDER MUST RETURN THIS FORM WITH BID**