



**RFP NO. 100170-FY23-55  
STAFF AUGMENTATION SERVICES  
ENGINEERING PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SUPPORT  
ADDENDUM NO. 1**

**May 10, 2023**

**ITEM NO. 1: PRE-PROPOSAL MEETING AGENDA AND SIGN-IN SHEET**

Town staff presented an agenda and compiled a sign-in sheet. Refer to the attached agenda and sign-in sheet.

**ITEM NO. 2: QUESTION AND RESPONSE**

Interested offerors shall be mindful of the following response to a question asked:

1. In regard to the subject solicitation, is the intent to have a staffing firm fill the positions under City management, or is the preference for a construction firm to fill the positions and manage the projects?

**RESPONSE:** The intent to have a firm(s) fill required positions under Town management, not have a firm manage the projects.

***Offerors must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Proposal or your proposal may not be considered.***

***For the Town of Leesburg,  
David A. Christianson, CPPB  
Deputy Procurement Officer  
Town of Leesburg, Virginia  
Email: [BidQuestions@leesburgva.gov](mailto:BidQuestions@leesburgva.gov)  
Bid Board: <http://www.leesburgva.gov/bidboard>***

**END OF ADDENDUM NO. 1**



## PRE-PROPOSAL MEETING AGENDA

RFP NO. 100170-FY23-55

### STAFF AUGMENTATION SERVICES - ENGINEERING PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SUPPORT

#### Introduction

- Town Representative(s)
- Interested Proposers

#### Pertinent Proposal Information *(Procurement – David Christianson)*

- All information regarding this project can be found on the Town's Bid Board: <http://www.leesburgva.gov/bidboard>. To receive updates, such as addenda, please register to receive updates on the Town's Bid Board
- All questions must be submitted in writing to: [BidQuestions@leesburgva.gov](mailto:BidQuestions@leesburgva.gov)
- Question deadline is 2:00 p.m. (local time) on Monday, May 15, 2023
- Proposals are due on Tuesday, May 30, 2023 @ 2:00 p.m. (local time) unless modified via addendum
- Proposal Submission:
  - Proposals are to be submitted electronically via the Commonwealth's eProcurement website, eVA: [www.eva.virginia.gov](http://www.eva.virginia.gov)
  - No late proposals will be accepted (including partially uploaded proposals)
- Proposal Sections:
  - Section 1: Letter of Interest, Executive Summary, SCC Certificate, Offeror Submission Form, Acknowledgement of Addenda
  - Section 2: Qualifications and Experience, copies of DPOR Registrations/Licenses of Proposed Assigned Personnel
  - Section 3: Firm Capacity and Availability of Resources
  - Section 4: Understanding and Approach to the Statement of Needs
  - Section 5: References Form
- Evaluation Criteria:
  - Firm Qualifications and Experience – 20%
  - Key Personnel Qualifications and Experience – 20%
  - Assigned Personnel Qualifications and Experience – 20%
  - Firm Capacity and Availability of Assigned Personnel – 20%
  - Understanding and Approach to the Statement of Needs – 20%
- Page Limitation: 75 individual pages (8 ½" x 11")
- Refer to Paragraph C. (Proposal Organization), Section IV. (Proposal Submittal Instructions) of the RFP for additional specific information to be provided (qualifications and experience, project approach, etc.).
- Proposal Evaluation and Award:
  - A selection committee will evaluate and rank proposals based upon the evaluation criteria. Discussions/negotiations with proposers may be required.
- Contractual Items:
  - Insurance
    - \$2M General Liability
    - \$2M Auto Liability



- \$2M Professional Liability
- Contract is hourly rate.

**Statement of Needs (Utilities/Administration – Amy Wyks, Director Utilities)**

- Background:

The Town of Leesburg is located 35 miles west of Washington, D.C., in the Commonwealth of Virginia. It is 12 square miles with an estimated population of 54,215. The Town is a full-service municipal corporation that provides the following services to Town residents and businesses: police, refuse collection and disposal, water and sewer utilities, storm water management, airport, parks and recreation, and maintenance of streets and roadways.

The Town is soliciting proposals to provide staff augmentation services for engineering project management and construction management. Services to be performed by assigned personnel may include the following types of projects: pump station upgrades, water or wastewater treatment upgrades, water and sanitary sewer system construction, replacement, rehabilitation, roadway including curb, gutter, sidewalk and stormwater and plan reviews of various engineering/construction projects.

- Statement of Needs (Scope of Work):

Assigned personnel will operate under the direction of Town of Leesburg staff and shall provide plan review, engineering project management, construction management services for various project categories. Assigned personnel are expected to manage projects in all stages from planning and budgeting to design, bid process (procurement), contract award, construction, and project closeout. Refer to the solicitation document for minimum personnel qualifications/requirements.

The Town anticipates the assignment of the following number personnel upon contract execution: two (2) Engineering Project Managers, and one to two (1-2) Plan Reviewers.

The Town anticipates engineering project managers and construction managers will be full time positions. Construction inspectors and plan reviewers may be full or part time depending on project schedules and/or when construction activities are active. The Town anticipates that the number of assigned personnel will vary during the term of the contract.

The Town will provide assigned personnel work space, computer systems, and support services as necessary to perform services. Assigned personnel will provide services during the Town's regular work days and normal work hours, except when the Town specifically agrees to alternate work days or hours. Assigned personnel who come into contact with confidential Town information will be required to hold confidential such information.

**Questions/Answers**

# Project: RFP #100170-FY23-55 (Staff Augmentation Services)



Town of Leesburg,  
Virginia

**Date & Time: Wednesday, May 10, 2023, 1:00 pm**

	Name	Organization	Email
1	Alan Chamberlin	People Solutions	<a href="mailto:alanc@peoplesolutions.cc">alanc@peoplesolutions.cc</a>
2	Carly Hancock	Insight Global	<a href="mailto:Carly.hancock@insightglobal.com">Carly.hancock@insightglobal.com</a>
3	Sunir Ghosal	CSI Engineering	<a href="mailto:sgghosal@csie.com">sgghosal@csie.com</a>
4	Shannon Sikes	Laurel Rock Consulting	<a href="mailto:shannon@laurelrock.us">shannon@laurelrock.us</a>
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6	Adam Tabelski	Wendel	<a href="mailto:atabelski@wendelcompanies.com">atabelski@wendelcompanies.com</a>
7	Anthony Piedmont	Dewberry	<a href="mailto:apiedmont@dewberry.com">apiedmont@dewberry.com</a>
8	Dawn Trice	Dewberry Engineers	<a href="mailto:dtrice@dewberry.com">dtrice@dewberry.com</a>
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21	Cristina Aboyme	Revella Consulting Group	<a href="http://www.revellagroup.com">www.revellagroup.com</a>
22	Philip Jones	JMT	<a href="mailto:pjones@jmt.com">pjones@jmt.com</a>
23	Kathy Marshal	RK&K	<a href="mailto:kmarshal@rkk.com">kmarshal@rkk.com</a>