



**RFP NO. 100170-FY23-55
STAFF AUGMENTATION SERVICES
ENGINEERING PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SUPPORT
ADDENDUM NO. 2**

May 17, 2023

ITEM NO. 1: QUESTIONS AND RESPONSES

Interested offerors shall be mindful of the following responses to questions asked:

1. Section 2 – A. Firm Qualifications and Experience, B. Key Personnel Qualifications and Experience, and C. Assigned Personnel Qualifications and Experience asks for five references.
 - a. Can you confirm that you want to see five references for the firm, then for each key personnel and then for each assigned personnel?
 - b. Can we provide the references on their resumes or do you have a different preferred way you would like to see this information?

RESPONSE:

- a. **Confirmed. Such references may be the same, but are not required to be the same. For example, one firm reference may be the same reference for a key personnel (i.e. the same client), but this need not be the case.**
- b. **The Town prefers key personnel and assigned personnel references to be provided in Section 2 of the proposal. Firm references are to be provided in Section 5 of the proposal utilizing the Reference Form. Proposers may, at proposers' discretion, include such references in Section 2 of the proposal.**

2. Sample Agreement, Paragraph 31. "In addition, Contractor shall also carry other insurance coverage deemed by the Town to be appropriate to this agreement." Can you provide information regarding other insurance coverage that may be appropriate or needed for this agreement?

RESPONSE: At this time, the Town does not anticipate any other insurance coverage(s) being required. This language is included in the contract to provide the ability for the Town to include any other insurance coverage(s) that may be required during the contract term. Such additional insurance coverage(s) would be implemented by contract amendment.

3. RFP Section 1, Page 10 is requesting the consultants to provide a detailed history of all mergers and acquisitions. Our firm has been around for over 75 years and we have done numerous mergers and acquisitions. Please clarify this request and level of detailed information you are seeking?

RESPONSE: A brief summary of any mergers/acquisitions within the last ten (10) years, to include the names of the parties, dates of merger/acquisition, states of incorporation/licensing, etc.

4. The RFP is requesting client references in two sections [Section C (Proposal Organization), Item 2A and Item 5 (Reference Form)]. Is the Town expecting responses to include different references in each respective section, or would you like to see the same references identified in both sections?

RESPONSE: Firm references are to be provided in Section 5 of the proposal utilizing the Reference Form. Proposers may, at proposers' discretion, include such references in Section 2 of the proposal.

ITEM NO. 2: REVISION TO SECTION III. STATEMENT OF NEEDS

The anticipated number of Engineering Project Managers to be assigned upon contract execution is revised from two (2) to one (1).

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,
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Bid Board: <http://www.leesburgva.gov/bidboard>***

END OF ADDENDUM NO. 2