



**RFP NO. 500610-FY24-05
COMPREHENSIVE ENGINEERING SERVICES
WATER AND WASTEWATER CONVEYANCE AND TREATMENT AND RELATED SERVICES
ADDENDUM NO. 1**

July 13, 2023

ITEM NO. 1: PRE-PROPOSAL MEETING AGENDA AND LIST OF ATTENDEES

Town staff presented an agenda and compiled a list of attendees of the pre-proposal meeting. Refer to the attached agenda and list of attendees.

ITEM NO. 2: QUESTION(S) AND RESPONSE(S)

Interested offerors shall be mindful of the following response(s) to question(s) asked:

1. When possible, can you please confirm if the above referenced contract is a recomplete contract and whom the previous contract holders were?

RESPONSE: This procurement and resultant contract is not a recomplete.

2. For the Comprehensive Engineering Services Water and Wastewater Conveyance and Treatment and Related Services RFP, who are the incumbents?

RESPONSE: Refer to the response to Question #1 above.

3. If an offeror takes exception to any part of the contract terms, will there be an opportunity to discuss upon award, or must exceptions be noted in the proposal?

RESPONSE: In accordance with the Virginia Public Procurement Act (VPPA), Offerors are not requested nor required to specify any exceptions to the contract terms. Such exceptions will be addressed during negotiations.

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***

Email: BidQuestions@leesburgva.gov Bid Board: <http://www.leesburgva.gov/bidboard>

END OF ADDENDUM NO. 1



PRE-PROPOSAL MEETING AGENDA

RFP NO. 500610-FY24-05

COMPREHENSIVE ENGINEERING SERVICES WATER AND WASTEWATER CONVEYANCE AND TREATMENT AND RELATED SERVICES

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
- Question deadline is 2:00 p.m. (local time) on Tuesday, July 18, 2023
- Proposals are due on Thursday, August 3, 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
 - No late proposals will be accepted (including partially uploaded proposals)
- Proposal Sections:
 - Section 1: Letter of Interest, Executive Summary, Offeror Submission Form, Acknowledgement of Addenda, Qualifications Form, SCC Registration, DPOR Registration
 - Section 2: Qualifications and Experience, References
 - Section 3: Understanding and Approach, Quality Control Plan
 - Section 4: Project Team, Organizational Chart, Capacity and Availability of Resources
- Evaluation Criteria:
 - Experience and History (especially governmental water and wastewater) – 25%
 - Understanding and Approach, Quality control – 25%
 - Staffing/Personnel Qualifications – 25%
 - Project Team Organization, Capacity and Availability of Resources – 25%
- Page Limitation: 50 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, capacity and availability, etc.).
- Proposal Evaluation and Award:
 - A selection committee will evaluate and rank proposals based upon the evaluation criteria. Presentations may be required. Negotiations with the top ranked offeror.
- Contractual Items:
 - Insurance
 - \$2M General Liability
 - \$2M Auto Liability
 - \$2M Professional Liability



- Workers' Compensation per State Law
 - Contract is Task Order based with hourly rates.
- The Town may award multiple contracts.

Statement of Needs (*Utilities/Administration – Brian Stone, Deputy Director of Utilities*)

- Background:

The Town of Leesburg is located 35 miles west of Washington, D.C. The Town encompasses an area of 12 square miles with an estimated service population of 62,500. The Town is a full-service municipality 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 Department of Utilities is responsible for providing quality water and sanitary sewer services to utility customers. The Water Supply Division (WSD) is responsible for the safe and efficient operation of the Town's Kenneth B. Rollins Water Treatment Plant (WTP) which has a design capacity of 12.5 million gallons per day. The Water Pollution Control Division (WPCD) is responsible for the safe and efficient treatment of wastewater and the subsequent stabilization and disposal of solid wastes which is designed to treat sewage at a rate of 7.5 million gallons per day.

- Statement of Needs (Scope of Work):

Majority of the services anticipated are typical water and wastewater engineering-type services including but not limited to:

- studies, analyses, and modeling
- field investigations
- cost estimation
- permitting
- preparation of planning documents
- preparation of plans, specifications, estimates and construction contract documents
- review of shop drawings
- technical and inspection and construction management support
- SCADA and instrumentation development, design, and programming
- record drawing and system start-up services
- updates and revisions to Town Design and Construction Standards Manual
- grant writing assistance
- other technical services as required

Questions/Answers



List of Attendees – Pre-Proposal Meeting

RFP #500610-FY24-05 (Comprehensive Engineering Services Water and Wastewater Conveyance and Treatment and Related Services)

Date/Time: Tuesday, July 11, 2023 at 1:00 pm

Patricia Gordon
Kimley-Horn and Associates
703-870-3589
patricia.gordon@kimley-horn.com

Chris Ley
SZ PM Consultants, Inc.
cley@szpmconsultants.com
703-798-7276

Stacey Juran
christopher consultants/now IMEG
571-359-3095
stacey.l.juran@imegcorp.com

Sogol Gremi
CDM Smith
gremisb@cdmsmith.com
703-691-6466

Kelly Offerman
Gordon (certified SWaM)
703-263-1900
kofferman@gordon.us.com

John McDowell
RK&K
jmcdowell@rkk.com
703-472-2044

Andrew Casolini Dal Bo
WRA
703-293-7440
acasolini@wrallp.com

Kevin Wood
Dewberry Engineers Inc.
kwood@dewberry.com
(703) 606-3877

Mike Hanna
Black & Veatch
hannakm@bv.com
301-556-4380

Martin Kazmierczak
Dewberry Engineers Inc.
703.560.6366
mkazmierczak@dewberry.com

Avan Baggett
Black and Veatch
703-261-4217
baggetta@bv.com

Ken Ellis
Nitsch Engineering
Phone number not provided
Email not provided

Dean Westman
WRA
703.293.7402
dwestman@wrallp.com

Jamie Alley
WRA
757.697.5140
jalley2@wrallp.com

Mary Schmidt
Dewberry
mschmidt@dewberry.com
703-849-0637

Claire LeDoyen
Environ-Civil Engineering
ledoyencs@ece-ltd.com
804-500-0356

Brandon Gallagher
Stantec
brandon.gallagher@stantec.com
571-298-8220

Kenneth D. Ellis
kellis@nitschengdc.com
202-618-0087

Tia Harris
RK&K
443.204.9887
tharris@rkk.com

Amanda Sanderson
Terracon Consultants
571-510-7857
amanda.sanderson@terracon.com

Paul Delphos
Burns & McDonnell
pjdelphos@burnsmcd.com
757-779-7083

Dennis Quinn
TRC
703-346-6645
dquinn@trccompanies.com

Janeen Skelly
CDM Smith
skellyjr@cdmsmith.com
813.262.8833

John C Moore
RK&K
jmoore@rkk.com
443.532.4782

Beth Maloney
Stantec
beth.maloney@stantec.com
571-459-8170

Lauren Nunley
J2
lnunley@j2atwork.com
703-361-1550 x228

Sarah Lothman
Burns & McDonnell
selothman@burnsmcd.com
919-641-1032

Nicolle Boulay
Stantec
nboulay@stantec.com
703-674-5765

Mohammed Shammet
Kimley-Horn,
Mohammed.Shammet@kimley-horn.com
703 728 4604