



RFP NO. 500610-FY24-05
COMPREHENSIVE ENGINEERING SERVICES
WATER AND WASTEWATER CONVEYANCE AND TREATMENT AND RELATED SERVICES
ADDENDUM NO. 2

July 19, 2023

ITEM NO. 1: QUESTION(S) AND RESPONSE(S)

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

1. Section I (Page 3) indicates that *"Offerors must be able to perform all of the services requested."* Section III (Page 4) states *"...It is not necessary for firms to have capabilities to provide all services listed."*

Section IV.C.1. (page 8) states:

*"Qualifications Form - Each Offeror submitting a proposal must complete and include the Qualifications Form. This form must indicate the types of services that the firm wishes to be considered under this contract. **Qualifications and experience must be described in Section 2 for each technical area that the firm is proposing to provide services.**"*

The Qualifications Form on page 38 states *"firms must have experience directly or via sub-consultants in all primary services areas to be considered."*

Are firms to provide qualifications for all scope items listed, or just those for which they wish to be considered?

RESPONSE: Firms (teams) are to provide qualifications for scope items listed. Page 3 of the RFP is hereby revised. Refer to the attached revised Page 3 delineating such revision, incorporated herein.

2. The Qualifications Form (Page 38) lists services that do not align with the services listed in Section III (for instance the Form does not include Water or Wastewater Treatment, but does include Traffic Counts and Traffic Control Device Design which do not appear in Section III). Will the form be revised to better align with the Section III scope? If not, how shall Offerors indicate that they wish to be considered for Section III scope items not listed?

RESPONSE: The Qualifications Form is hereby deleted in its entirety. Refer to the attached revised Pages 2, 8, 9, 10, 38, and 39 delineating such revision. These revised pages are attached for reference, incorporated herein.

3. Section IV.C.2 (Pages 9&10) - Instructions for Section 2 indicate, "Describe the qualifications and skills of the organization and project team to provide the services, including but not limited to...qualifications and resumes of team members and other employees who will be managing and performing the services,"

Section IV.C.3 (Page 11) - Instructions for Section 4 indicate, "Provide staff resumes describing the qualifications and specific experience for each key project team member listed on the organizational chart."

Given the proposal page limit, would it be acceptable to provide resumes in Section 4 and reference the Section 4 resumes in Section 2 rather than having them included twice? Can we put all staffing information in Section 4?

RESPONSE: The requirement to submit resumes in Section 4 is deleted. Refer to the attached Page 11 delineating such revision, incorporated herein.

4. Section III (Page 5) - under Wastewater Treatment, is the bullet
 - "Modeling Facility Assessment Field Investigations"

Is this intended to be three separate bullets?

- Modeling
- Facility Assessments
- Field Investigations

RESPONSE: Yes. Refer to the attached revised Page 5 of the RFP, incorporated herein.

5. Section IV.B.4 (Page 8) states that the *"Proposals should contain no more than fifty (50) pages. All pages in the proposal (i.e. including covers, dividers and tabs, table of contents, executive summary, etc.) will be counted as part of the page count."*

Will the Letter of Interest and Forms (Offeror Submission Form, Acknowledgement of Addenda, Qualifications Form, SCC Registration, and DPOR Registration) all be counted within the 50 pages?

RESPONSE: Yes.

6. Can you please clarify the "Qualifications Form" on page 38 of the RFP? The qualifications form and the scope and what was spoken about in the pre-proposal meeting do not seem to match.

RESPONSE: Refer to the Response to Question #2 above.

7. The RFP (page 10) asks for 5 project descriptions that demonstrate the firm's capabilities to provide services in each category. Can you please clarify if the total limit for project descriptions is 5 total or 5 per task?

RESPONSE: Minimum of five (5) projects total, not five (5) projects per task.

8. Page 9 of the RFP references the Qualifications Form. The form included on page 38 does not match the tasks outlined in the RFP. Can you please provide a revised Qualifications Form?

RESPONSE: Refer to the Response to Question #2 above.

9. The listing of services on the Qualifications Form (Page 38 of RFP) differs from services listed under Section III. Statement of Needs (Pages 5 and 6) can you please clarify the scope of services/qualifications to be utilized for this contract that are accurate and update the form as/if needed?

RESPONSE: Refer to the Response to Question #2 above.

10. Can you clarify whether the required forms count toward our 50 page limit?

RESPONSE: Yes. Refer to the Response to Question #5 above.

11. Is it required to provide staff resumes in both Section 2 and Section 4?

RESPONSE: Refer to the Response to Question #3 above.

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

END OF ADDENDUM NO. 2

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I. PURPOSE

The Town of Leesburg (the “Town”) is soliciting sealed proposals from qualified firms for a wide variety of comprehensive water and wastewater conveyance and treatment projects, and related professional engineering services. The majority of the services are anticipated to be engineering services typically performed in the water and wastewater utility industry, from planning studies through construction and commissioning. Some projects will require more specialized services, including architectural services and trades-related engineering. ~~Offerors must be able to perform all of the services requested.~~

It is anticipated that contract(s) will be awarded to encompass of the following specialties:

- Utility Engineering (Water and Sewer)
- Water Resources Engineering, inclusive of MS-4 permit work
- General Civil Engineering and Surveying
- Architecture / Mechanical / Plumbing / Electrical / SCADA

Other services as listed in Section III of this RFP may be assigned under the contract.

The Town anticipates multiple awards under this solicitation. Consultant teams may be formed to provide all of the required services.

A virtual non-mandatory pre-proposal meeting will be held at the date and local time indicated on the RFP cover page. It is encouraged that all Offerors attend this meeting to gain a thorough understanding of the Town’s needs. The pre-proposal meeting will be live streamed via Microsoft TEAMS and made available to the public.

Microsoft TEAMS Meeting Details:

- To join the meeting and view the video shared by the Town of Leesburg from your computer, please see the following link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTewNjliMTUtNTU0My00OTQ0LWI0ZjgtMjJiMzcyNDJiZjU1%40thread.v2/0?context=%7b%22Tid%22%3a%22fcff6f14-98e4-4734-bf54-941f010e77b7%22%2c%22Oid%22%3a%2298408a1a-5a6b-48ff-88e8-a0051971a913%22%7d
- To join the meeting via phone, please see the following dial-in info: (689) 218-0588
- Meeting Conference ID: 152 476 307#

II. 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’s fiscal year begins on July 1 and ends on June 30. As a government entity, the Town of Leesburg is exempt from being taxed on goods and services.

The Town of Leesburg 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.

There is no assurance that tasks to be assigned under these contracts will be consistent with assignments on past contracts. For reference, the engineering services could include the following general types of tasks:

Water Supply

- Investigations
- Planning Updates
- Permitting Support
- Operational Efficiency Studies and Investigations
- Cost Estimation & Budget Support
- Various Technical Support as Required

Water Treatment

- Planning, design, permitting and construction of new and rehabilitation of existing water treatment and storage/pump facilities, including mechanical, electrical, I&C, piping, and process systems. Potential treatment processes include conventional filtration, chemical addition, mixing, sedimentation, disinfection pumping and solids handling. Other related services include:
- Water quality investigations and studies
- Modeling
- Facility Assessments and Improvements
- Field Investigations
- Permitting Support
- Planning Updates
- Process, Operational and Energy Efficiency Studies and Investigations
- Cost Estimation and Budget Support
- Various Technical Support as Required

Wastewater Treatment

- Planning, design, permitting and construction of new and rehabilitation of existing wastewater/reuse treatment facilities, including electrical, mechanical, I&C, piping and process systems. Potential processes include biological and enhanced nutrient removal, activated sludge, anaerobic digestion, sludge drying reuse and odor control. Other related services include:
- Water Quality Investigations and Studies
- ~~Modeling~~
- ~~Facility Assessment~~ **and Improvements**
- ~~Field Investigations~~
- Permitting Support
- Planning Updates
- Process, Operational and Energy Efficiency Studies and Investigations
- Cost Estimation and Budget Support
- Various Technical Support as Required

Water Distribution and Wastewater Collection

Offerors should submit proposals in the following format:

1. Proposals should include a cover letter, the completed RFP Submission Forms, references, supplemental information, and any other information that you deem appropriate.
2. Proposals should be submitted on 8-1/2” x 11” paper. Proposals are to be prepared simply and concisely (underlined for emphasis). Elaborate artwork, expensive paper, visual, and other presentation aids are not required.
3. Proposals should be signed by the person or persons legally authorized to bind the offeror to a Contract. Until further notice, electronic signatures will be accepted by the Town and submission of a proposal through the eVA website constitutes your representation that your firm authorizes the use of electronic signatures.
4. Proposals should contain no more than fifty (50) pages. All pages in the proposal (i.e. including covers, dividers and tabs, table of contents, executive summary, etc.) will be counted as part of the page count.
5. Each copy of the proposal should be contained in one PDF, all pages should be numbered, and should be organized using tabs in the sequence and format as indicated below:

SECTION 1	<ul style="list-style-type: none"> • Letter of Interest • Table of Contents • Executive Summary • Offeror Submission Form (Page 36) • Acknowledgement of Addenda (Page 37) • Qualifications Form (Page 38) • SCC Registration (prime consultant and subconsultants) • DPOR Registration
SECTION 2	<ul style="list-style-type: none"> • Offeror’s Qualifications and Experience • References
SECTION 3	<ul style="list-style-type: none"> • Understanding and Approach: Offeror’s Understanding to Meet the Statement of Needs as Outlined in Section III, Project Approach, and Quality Control Plan
SECTION 4	<ul style="list-style-type: none"> • Staffing: Project Team, Organization Chart, and Capacity and Availability of Resources

C. Proposal Organization

Offerors are encouraged to be thorough in addressing the Statement of Needs and the Proposal Submittal Instructions as outlined in this RFP. Offerors must fully address each of the following items and submit proposals using the following format:

1. **Section 1 – Letter of Interest, Table of Contents, Executive Summary, Offeror Submission Form (Page 36), Acknowledgement of Addenda (Page 37), ~~Qualifications Form (Page 38)~~, SCC Registration (prime consultant and subconsultants), DPOR Registration**

- **Executive Summary:** Provide a concise description of all work experiences as they relate to the scope of work, including but not limited to: background information about organization (i.e. philosophy, ownership, size, facilities, locations, etc.), management structure, the type of organization you represent (i.e. individual, partnership, corporation, etc.), a detailed history of all mergers and acquisitions, and a copy of the certificate from the State Corporation Commission stating that your Firm is authorized to transact business in the Commonwealth of Virginia.
- **Offeror Submission Form** - Each Offeror submitting a proposal must complete and include the Offeror Submission Form regarding company identification and ownership disclosures, conflict of interests, and collusion. The certification on this form must bear an original signature. Failure of the Offeror to include the required submission forms with its proposal may be cause for rejection of the proposal.
- **Acknowledgement of Addenda** - Each Offeror submitting a proposal must acknowledge all addenda issued by providing the Acknowledgement of Addenda. Failure of the Offeror to include the required submission forms with its proposal may be cause for rejection of the proposal.
- ~~**Qualifications Form** – Each Offeror submitting a proposal must complete and include the Qualifications Form. This form must indicate the types of services that the firm wishes to be considered under this contract. Qualifications and experience must be described in Section 2 for each technical area that the firm is proposing to provide services.~~
- **SCC Registration (prime consultant and subconsultants)** – It is incumbent upon each firm conducting business in Virginia to be in compliance with state law and regulations. To ensure firms are in compliance, Offerors should furnish with proposal submission supporting evidence of their SCC registration. Copies of on-line confirmation are acceptable documentation.
- **DPOR Registration** - Each business entity (prime and subconsultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice architecture, engineering, and surveying should provide copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, as well as providing copies of appropriate individual registrations/licenses for key personnel in responsible charge of portions of the work. Multiple registration certifications may be copied on a single sheet.

2. **Section 2 - Offeror’s Qualifications and Experience, References**

- **Qualifications and Experience:** Describe the qualifications and skills of the organization and project team to provide the services, including but not limited to: Offeror's qualifications to perform the services, qualifications and resumes of team members and other employees who will be managing and performing the services, indicate services to be subcontracted and subcontractor(s) to provide said services, and provide a minimum of five (5) references for which offeror has completed services comparable to the scope of work in this RFP and in an environment comparable to the Town of Leesburg.

Additionally, in the section, please provide the following:

- Description of firm, with emphasis on the staffing and capabilities of the office where the work will be performed.
- Prime consultant experience in performing the types of services required under this contract.
- Any proposed subconsultants should be identified and their proposed role on the project team should be defined. Subconsultant experience on similar projects should be noted.
- Description of **five (5)** projects completed within the past ten (10) years. The projects should focus, to the greatest extent possible, on your firm's past or present experience with local government entities on projects similar to the scope of projects described in Section III of this RFP. The projects should demonstrate your firm's ability to ensure the timely completion of the proposed services in the most efficient manner and should represent experience by personnel proposed to be assigned to the Town's projects. ~~The experience must demonstrate the firm's capabilities to provide the services in each category that is checked on the Qualifications Form.~~

The project descriptions should include the following information:

- Project Name
- Client reference (name, title, address and telephone)
- Design completion date vs. the scheduled design completion date
- Estimated construction cost and final construction cost, if known
- Project description
- Firm's role on the project
- Key firm personnel
- The project descriptions should emphasize the relevancy of the experience to the services required under this contract.

3. Section 3 – Understanding and Approach

- **Understanding and Approach:** Provide a detailed description of the services to be provided under this contract, including but not limited to: overview of the Offeror's understanding of the scope of work and services to be provided, provide

best practice approaches to the Town that will enhance efficiency and effectiveness, address each of the specific requirements set forth in Section III Scope of Work in order to demonstrate how the proposed solution will meet the specifications requested, and a statement explaining why the offeror's proposed solution would be the most advantageous to the Town.

Additionally, please provide the following:

- Briefly provide an understanding of how the contract(s) will be utilized by the Town.
- Describe key issues that can be anticipated based on experience with the Town or on similar contracts with other local governments, and provide an approach to resolving those issues.
- Describe the Offeror's approach to comprehensive consulting services on task order contracts.
- Discuss the firm's approach to keeping the project on schedule and within the established budget, including the firm's approach to meeting scheduled commitments, and methods of responding in short time periods.
- Discuss the firm's quality control processes.

4. Section 4 – Staffing - Project Team, Organization Chart, and Capacity and Availability of Resources

- Provide an organization chart, including, at a minimum:
 - Project Manager
 - Key Task Leaders
 - Quality Management Team Personnel
 - Other Key Staff

For each person shown on the chart, clearly indicate their role and office location. If the person is from a sub-consultant, that should be noted.

~~○ Provide staff resumes describing the qualifications and specific experience for each key project team member listed on the organizational chart.~~

- Capacity and Availability of Resources: Describe capacity and availability of team member resources (staff) to perform the services as delineated in the Section III. Describe current commitments and availability (expressed as a percentages) of key personnel and other resources (staff) that may be available during the contract term. Describe what level of assurance your firm can provide that resources (staff) will be available during the entire term of the contract.

V. QUESTIONS AND INQUIRIES

Unless otherwise instructed, the Procurement Contact is the sole point of contact for questions concerning this RFP. Questions concerning this RFP must be made in writing, via email, to the Procurement Contact listed on the cover page of the RFP. **Questions must be received by the date and time (local time) listed on the cover page of the RFP.**

QUALIFICATIONS FORM (firms must have experience directly or via sub-consultants in all primary services areas to be considered)	
PRIMARY SERVICE AREAS	
General Civil Engineering and Surveying	
	Drainage systems
	Roadway improvements
	Pedestrian and bicycle facilities
	Site plans
	Topographic surveys
	Water and sanitary sewer lines
	Property surveys and plat preparation
	Traffic counts and studies
	Traffic control device design
Water Resources Engineering	
	MS-4 Permits
	Stormwater management (quality and quantity)
	Stream restoration
	TMDL
Utilities Engineering	
	New pipe facilities and improvements to existing pipe facilities
Architecture and Mechanical/ Electrical Engineering	
	Generator design
	Building upgrades and renovation
	Fuel facilities
	HVAC system modeling, replacement, air balancing, ventilation systems
	Space needs analysis and staffing projections
SECONDARY SERVICE AREAS (firm experience directly or via sub-consultants is preferred, but not required, in these areas)	
Structural Engineering	
	Structural analysis and design
	Bridge inspection
Environmental	
	Hazardous materials site assessments
	Environmental studies
	Wetland delineations and permits
Geotechnical Engineering	
	Geotechnical investigations and analyses
	Dam inspection
	Pavement design
Land Acquisition	
	Appraisals
	Appraisal review

Landscape Architecture and Arborist	
	Landscape design
	Tree preservation plans
Subsurface Utility Engineering	
	Utility designations
	Utility test pits