



**RFP NO. 500610-FY25-14
COMPREHENSIVE ENGINEERING SERVICES
WATER AND WASTEWATER CONVEYANCE AND TREATMENT AND RELATED SERVICES
ADDENDUM NO. 2**

November 15, 2024

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.

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. 2

PRE-PROPOSAL MEETING AGENDA
RFP NO. 500610-FY25-14
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 November 22, 2024
- Proposals are due on Tuesday, December 10, 2024 @ 2:00 p.m. (local time) unless modified via addendum
- Preclusion: Prime consultant firms who were awarded contracts under RFP No. 500610-FY24-05 (Comprehensive Engineering Services Water and Wastewater Conveyance and Treatment and Related Services) are precluded from participating in this solicitation. Subconsultant firms who were awarded subcontracts are eligible to participate in this solicitation.
- 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.
- Town of Leesburg Demographic Survey (optional)
 - In an effort to help the Town evaluate access to public meetings, a demographic survey is available at: <https://portal.laserfiche.com/h4073/forms/DemoSurvey>.
 - The demographic survey is strictly voluntary and anonymous.

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 (inclusive of MS-4)
 - 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
 - inspection or construction management services related to tasks
 - staff augmentation

- other technical services as required

Questions/Answers



List of Attendees – Pre-Proposal Meeting

RFP #500610-FY25-14 (Comprehensive Engineering Services Water and Wastewater Conveyance and Treatment and Related Services)

Date/Time: Friday, November 15, 2024 at 11:00 am

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