



**CONSTRUCTION MANAGEMENT AND PROJECT INSPECTION SERVICES
FOR FEDERAL AND STATE FUNDED PROJECTS:
S KING STREET WIDENING, PHASE I
VIRTS CORNER INTERSECTION IMPROVEMENTS
AND
BATTLEFIELD PARKWAY ROUTE 15 TO THE GREENWAY**

RFP NO. 300810-FY12-02

**ADDENDUM #2
December 15, 2011**

1. **Question:** If the firm is not located in the Town of Leesburg are they required to register for the BPOL tax?

Answer: The BPOL tax is only a requirement for the successful bidder.
2. **Question:** Does the Town of Leesburg have testing facilities for the materials or is the contracting firm required to perform all of the required testing for these contracts?

Answer: The contractor awarded each contract is responsible for all testing required under each contract. The successful firm for the Construction Management and Inspection Services may be required to do some Quality Assurance testing.
3. **Question:** If the consultant does not intend to subcontract any of the work, is it acceptable not to include a DBE on the team? Since these projects are state and federally funded, will a consultant be disqualified by the Town or by VDOT if a DBE is not used or is not identified in the proposal?

Answer: VDOT has stipulated that the DBE contract goal for this procurement is 0%; however, the Department feels that these services support 10% DBE participation. Therefore, a firm would not be disqualified but may not rank as high in the review of proposals.
4. **Question:** I understand that both the SF254 and SF255 are required and are counted in our 30 page limitation for the Construction Management and Project Inspection Services proposal (RFP # 300810-FY12-02). However, are you requiring an SF254 from each sub-consultant too or just from the prime?

Answer: Just the prime.

5. **Question:** Section VI – Proposal/Selection Process states the contract will be awarded “*as outlined in the Virginia Public Procurement Act – Section 2.2-4301.3 Competitive Negotiations: Procurement of Professional Services*”. Further, the RFP states that the services “*will be based on hourly rates for services provided with an upper, not to exceed limit for each phase of professional services.*” Given our experience with similar RFPs presented by VDOT, wherein it states the upper hourly rates, can you please provide the upper hourly rates referenced such that Dewberry & Davis can make an informed decision with regard to this RFP?
- Answer:** The Town will not provide an upper hourly rate. The rate has to be in agreement with the FAR audited data. And the rate is negotiable with the highest ranked offeror.
6. **Question:** Section IV – Scope of Services and Deliverables alludes to “*some small specialty type projects to include design consultation and inspections*”, which appear to be in addition to the three described projects in Section II, A. Please describe the level of design consultation expected. In essence, should our firm expect the involvement of a professional engineer?
- Answer:** There will not be any “specialty type projects” as part of this RFP. It will only involve the three projects described in Section II, A. However, there may be need for a professional engineer for some shop drawing reviews related to all of the projects.
7. **Question:** Section II, A – Project Descriptions states that all three projects associated with this RFP include traffic signalization. Are structural and shop drawing reviews, performed by a professional engineer, anticipated for traffic signal components?
- Answer:** Yes.
8. **Question:** On page 11 of the RFP, Section IV.C.4. includes the language that we will “*Implement a quality control/quality assurance program.*” Please clarify that we will be overseeing the contractor’s QC program while implementing the QA program as referenced in the draft contract language of “*Implement and/or oversee a quality control/quality assurance program as set forth in the Construction Contract.*”
- Answer:** Yes, the firm selected will oversee the contractor’s QC program and implement a QA program as directed by the Town.