

Procurement Department

P.O. Box 2266 · Woodbridge, Virginia 22195-2266 · Fax (703) 335-7954



September 20, 2023

**Addendum #02**

**RFP SA 2324, A/E Services for English Gardens Property Building and Site Improvements**

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOW:

- **Questions and Responses**

All other solicitation terms, conditions and provision remain unchanged and in full force and effect.

**Acknowledgement:** Offerors submitting a proposal response for the above-named solicitation shall take note of the following changes, additions, deletions, clarification, etc., in the Contract Documents, which shall become a part of and have precedence over anything shown or described in the Contract Documents, and as such shall be taken into consideration and be included in the Offeror's response. All other terms and conditions of the Request for Proposals shall remain unchanged.

Offerors must acknowledge receipt of this amendment by signing and returning this addendum with the proposal response or prior to the proposal due date and time.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company Name**

Direct all inquiries to: [SAProcurement@pwcsa.org](mailto:SAProcurement@pwcsa.org)

**Questions and Responses:**

1. **Question:** Is there a DBE/SWaM goal requirement?  
**Response:** The Service Authority's SWaM utilization goal is 17% annually. The Offeror is not required to submit a SWaM subcontracting plan; however, the Service Authority strongly encourages the Offeror to show that they have made a good faith effort.
  
2. **Question:** Tab 6 – Subconsultants states, “A. Provide a list of any proposed Subconsultants that You may use on this project. Provide the same information required in Tab 1 Sections E and F, Tab 2 Section A, and complete Tabs 3, 4, 5, and 6 for each Subconsultant.”
  - Are subconsultants required to provide Proof of Insurability and Litigation to meet the requirements of Tabs 3 and 5?  
**Response:** Yes. The Offeror is required to provide its subcontractors' proof of insurability and litigation information. However, the insurance limits applicable to subconsultants may vary from those mandated for the prime consultant. The Service Authority will assess the adequacy of the proposed limits during the review process.
  
  - Tab 4 requires five (5) references. Are subconsultants required to submit five references in addition to the three references provided on Form B – Subconsultant Reference Form?  
**Response:** No. Three references are required at a minimum.
  
3. **Question:** Should the References and related projects provided on Form A – Offeror Reference Form, be the same projects and Point of Contact(s) provided in Tab 2 – Evaluation Criteria, B. Experience with and References for Building of Similar Scope?  
**Response:** Yes. They may be the same information.
  
4. **Question:** *\*If the answer to #3 is yes, this question no longer applies.\**  
Does the Service Authority plan to contact each Point of Contact listed in Tab 2 – Evaluation Criteria, B. Experience with and References for Building of Similar Scope and Scale, iv. Point of Contact? If so, will the project experience be evaluated based on a reference given by the listed point of contact? If not, is listing a point of contact necessary?  
**Response:** Yes. The Service Authority may reach out to individuals listed as points of contact.
  
5. **Question:** The RFP states, “pages should be numbered sequentially by Tab and Section.” Can you please clarify if the Service Authority would prefer the numbering to be continuous throughout the entire proposal, or if each Tab should be numbered independently?  
**Response:** The Offeror may choose either option for their proposal.
  
6. **Question:** I know that the forms the Offeror fills out and submits for this proposal need to be original signatures in a pen ink color other than black – but I wasn't clear on the forms we will receive from the subs. For the documents/forms required from the subcontractors for this proposal do I need to be submitting the original hard copies of their signed forms or are they allowed to send over the electronic versions that I will put into our submission?  
**Response:** Electronic versions for the documents/forms required from the subcontractors will be acceptable. However, if the Service Authority requests original copies later, they should be readily accessible.

7. **Question:** As per the RFP (6.4, Tab 1, Item I, Licenses & Permits) all key staff need to have Virginia licenses. I am not currently licensed in Virginia. Our Quality Management Lead is licensed in VA and would sign/seal all our work there. We have worked like this on previous projects for the Service Authority. Is this acceptable for this RFP?  
**Response:** The Subconsultant and its Subconsultants shall possess a valid Virginia Contractor's license to work with the Service Authority.
8. **Question:** Is the schematic design, referenced in the RFP, available for review?  
**Response:** The Schematic Design is included in the feasibility study report. If you are interested in reviewing this report, please request it via email at [SAProcurement@pwcsa.org](mailto:SAProcurement@pwcsa.org).
9. **Question:** The SOW references programming and schematic design efforts. Will the design team be required to submit a programming/concept and a schematic design submission as part of our efforts?  
**Response:** Whether or not the selected firm will be required to submit a schematic design shall be determined by the outcome of the Value Engineering (VE) efforts. The VE will determine how much of the existing programming and schematic design can be used and how much will have to be redone.
10. **Question:** Will the project submit for LEED certification? If so, what level is required.  
**Response:** LEED certification at the Certified Rank will be required for this project.
11. **Question:** Will the HVAC design require a Life Cycle Cost Analysis (LCCA)?  
**Response:** A basic lifecycle cost analysis shall be done for all major mechanical equipment as part of the design process.
12. **Question:** Will the project be required to have an electrified solution, meaning no gas fired equipment?  
**Response:** Design elements such as electric, gas, etc. shall be made during the design process, shall be in keeping with our Mission, Vision and Strategic Plan, and our Areas of Excellence(<https://www.pwcsa.org/mission-vision>) and shall be the best value for the Service Authority as defined by the Owner.
13. **Question:** Will the project be required to be Net Zero or include a Photovoltaic System?  
**Response:** Design elements such as EV chargers and photovoltaic systems, shall be made during the design process, shall be in keeping with our Mission, Vision and Strategic Plan, and our Areas of Excellence (<https://www.pwcsa.org/mission-vision>) and shall be the best value for the Service Authority as defined by the Owner.
14. **Question:** Please confirm fire protection scope. Is QFPE (Qualified Fire Protection Engineer) required? Is performance-based design acceptable for this scope?

Addendum 2

**Response:** The fire protection must meet all requirements of the Prince William County Fire Marshal.

15. **Question:** Is the Schematic Design available for the team to review?

**Response:** See question #8.

**End of Addendum #2**