



**RFP No. 0501-18-GMHS-WFC  
WEST FALLS CHURCH ECONOMIC DEVELOPMENT PROJECT**

**April 18, 2018**

**ADDENDUM No. 5**

To: **ALL PROSPECTIVE OFFERORS**

**THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL PACKAGE.**

**REVISIONS TO THE RFP:**

**3.6 Conceptual Proposal Delivery Requirements**

Conceptual Proposals must be delivered **before 2:00 p.m. (Eastern Time) on May 1, 2018**. The City Purchasing Office is open for the receipt of submittals from **8:30 AM until 4:00 PM, Monday through Friday** (excluding City holidays). The City is not responsible for deliveries attempted outside of these time periods or misdirected to other offices.

Conceptual Proposals must be physically delivered to the POC. Fax, e-mail, or electronic submissions will not be accepted.

**NOTE DELIVERY ADDRESS:**

**The City of Falls Church  
400 North Washington Street  
Suite 300-09  
Falls Church, Virginia 22046**

Proposers are responsible for effecting delivery by the deadline set forth above. Late submissions will be rejected without consideration or evaluation and will be returned unopened to the sender. The City accepts no responsibility for misdirected or lost Conceptual Proposals.

Conceptual Proposals are to be sealed in mailing envelopes or packages bearing the Proposer's name, address, and the words "PPEA Conceptual Proposal for RFP #\_0501-18-GMHS-WFC (George Mason High School-West Falls Church)" clearly written on the outside. Conceptual Proposals are to comply with the format requirements set forth in Section 4.9.

A Conceptual Proposal may be modified or withdrawn by a written document bearing an original signature (in ink) of an authorized representative of the Proposer, delivered to the POC prior to the date and time by which Conceptual Proposals must be delivered (as noted above).

**QUESTIONS & ANSWERS:**

1. Please reference the RFP at 4.6 Project Approach, (C) & (D) -- page 16, addressing the phasing issue. Please elaborate on what types of "information relative to phased delivery" you are seeking in response to (D) beyond the schedule you have requested in (C).  
**A1: Please describe your overall approach to a phased delivery, if any, including timing, construction, financing, etc.**

2. Please reference the RFP at 4.7 Financial Approach -- pages 16 and 17. Is it required and/or desirable for responses to include a preliminary financial offer, expressed in dollars (fee acquisition and/or ground lease), at this RFP stage.

A2: A financial offer is not required at this stage.

3. Proposal Scoring and Ranking: could you please indicate the scoring methodology that will be used to evaluate submissions? Sections 5.3, 5.4, 5.5, and 5.6 provide an outline for the categories each proposal will be scored on, but there is no indication of how each category is weighted to arrive at a final proposal score. Will some categories, such as access to capital, be ranked on an ordinal scale (e.g. the proposer either has sufficient access to capital or they don't)? Will other categories, such as innovation of project concept, be scored through ranking, percentage, category (e.g. non-responsive, insufficient, sufficient, excellent), etc.?

A3: The specific scoring methodology will be determined by the Evaluation Committee

**ALL OTHER TERMS AND CONDITIONS  
REMAIN UNCHANGED AND IN FULL FORCE & EFFECT.**

Contractor must take due notice and be governed accordingly. This Addendum is considered a part of the above referenced solicitation and must be submitted with the Proposal Package.

**Acknowledged by:**

\_\_\_\_\_  
Name of Firm

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

\_\_\_\_\_  
Date