



RFP No. 0723-21-TENG

TRANSPORTATION PLANNING & ENGINEERING SERVICES

Date: July 9, 2021

ADDENDUM #2

To: **ALL PROSPECTIVE OFFERORS**

THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL.

CHANGES & CLARIFICATIONS TO THE RFP

▪ **DBE GUIDELINES:**

The VDOT Civil Rights Division has clarified certain aspects of the 12% DBE goal established for the contracts to be awarded under this solicitation.

- This goal will be evaluated “in the aggregate” during each contract term, not per Task Order/Purchase Order.
- Qualified DBE firms must be certified by the Virginia Department of Small Business & Supplier Diversity (“SBSD”), which maintains a Directory Listing of DBE firms @ <https://directory.sbsd.virginia.gov/#/directory>.
- Firms which have only SWaM designation do not qualify for meeting the DBE goal.
- After contracts are awarded, at the beginning of each Task Order, firms must file VDOT Form C-111 with the City, indicating the intended use of DBE firm(s) and dollar amount(s) for that Task. The City will forward the C-111 to VDOT Civil Rights for review.

▪ **CHANGE TO PROPOSAL PACKAGE REQUIREMENT:**

Please complete the attached VDOT **Firm Data Sheet** (modified for this RFP) and include with your Proposal Package. This form **replaces** Form C3 in Attachment B.

QUESTIONS AND ANSWERS:

PROPOSAL PACKAGE & SUBMISSION REQUIREMENTS

- Q1. If we submit on Group 1, we want to make sure to cover all services that MAY be needed under Group1 (even if it's not listed in scope, such as geotechnical engineering and Right of Way acquisition services). Are we correct to assume we should put together a full team to cover all services that may be needed for the “smaller projects”?
- A1. Refer to Attachment A for Group 1 services, pages 3 &4. These are the minimum requirements. If a firm has additional capabilities/services (such as geotechnical or ROW Services), those may be included.



Q2. Can a firm prime a group and also be listed as a sub for the same group or different group on a different team?

A2. [See Addendum #1](#)

Q3. Re Section 3:b. Is the requirement to “Provide names, qualifications, direct work experience, and description of proposed work responsibilities” to be included in the four pages of Section 3 or in the resumes provided in the Appendix?

A3. [It is acceptable to include resumes in the Appendix.](#)

Q4. Re Section 3:c: Please confirm that the required summary of projects/contracts for the Proposed Team is for each firm on the team (and not each identified Project Manager or each person on the Org. Chart) No matter who is included, we have concerns about providing this information within the four pages. Is it possible to move this to the Appendix?

A4. [Yes, the summary of current projects/contract may be included in the Appendix.](#)

Q5. For “Related Project Examples” – does “last five years” mean construction completed in the last 5 years or design?

A5. [Offerors should submit related project examples which have reached 100% complete design.](#)

Q6. Since this is an electronic submission, do we have to use a wet ink signature on forms or are electronic signatures allowed?

A6. [Electronic signatures are acceptable.](#)

Q7. May we include covers and tabs?

A7. [Yes, provided that sections are clearly identifiable and in the same format as requested.](#)

DBE GOAL & VDOT ACO PROCESS

Q8. Does the DBE [firm] have to be certified by the submission of the proposal or award of the proposal?

A8. [DBE firm must be certified by the time the task order is issued, so after contract award.](#)



- Q9. Are all of the subs on our team required to have a current FAR, Title VI in place prior to submission?
- A9. It is not a requirement to have the current FAR, Title VI in place prior to proposal submission. However, a current FAR will be required by VDOT ACO for the final selected firms, during the audit process. The VDOT ACO process will take place prior to contract award.

GENERAL

- Q10. Who is currently providing transportation engineering and planning services for the City of Falls Church?
- A10. The City currently has either (8) firms performing transportation work. The firms are as follows:
- a. A. Morton Thomas & Associates, Inc.
 - b. Gorove/Slade Associates, Inc.
 - c. Iteris, Inc.
 - d. Kimley-Horn & Associates, Inc.
 - e. KLS Engineering, LLC
 - f. Rinker Design Associates, PC
 - g. Rummel, Klepper & Kahl, LLP
 - h. Volkert, Inc.

Q11. Will the attendee list ["sign-in sheet"] for [the PreProposal Meeting] be made public?

A11. Yes, an attendance list has been generated from Teams from the Meeting and is attached to this Addendum.

Q12. If a contractor is on a team to help with pre-construction pricing is that construction company able to bid on the work (As so not to be excluded from bidding)?

A12. No. That contractor would be excluded from bidding.

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

Offeror must take due notice and be governed accordingly. This Addendum is considered a part of the above referenced solicitation.

Acknowledged by: _____
Name of Firm

Authorized Signature Date

FIRM DATA SHEET

**City of Falls Church
RFP 0723-21-TENG**

On-call Transportation Engineering & Planning Services

Funding: Individual Task Orders under awarded contracts may be State and/or Federally funded

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. ***Attach a printout of the certification information from the SDSB website for each firm.***

Firm's Name and Address	Firm's DBE/SWAM Status *	Firm's Age	Firm's Annual Gross Receipts
PRIME CONSULTANT			

* YD = DBE Firm Certified by SBSB

N = DBE/SWAM Firm Not Certified by SBSB

NA = Firm Not Claiming DBE/SWAM Status

YS = SWAM Firm Certified by SBSB.

Indicate whether small, woman-owned, or small business.

SBSB is the Virginia Department of Small Business and Supplier Diversity

www.sbsd.virginia.gov

ATTENDEES	COMPANY	EMAIL	JOINED	TIME STAMPED
Abbie Thielke	Enggroupe	Athielke@enggroupe.com	Joined	7/8/2021, 10:09:23
AJ Zamani	Empower Infrastructure	az@eidmv.com	Joined before	7/8/2021, 10:07:1C
Albright, Mike	Kimley-Horn	Mike.Albright@kimley-horn.com	Joined before	7/8/2021, 10:07:1C
Alexi Sanchez (MBE DBE) (Guest)	Clean Streams	aboado@clean-streams.com	Joined before	7/8/2021, 10:07:1C
Antonette Isherwood	Walter L. Phillips	aisherwood@wlpinc.com	Joined before	7/8/2021, 10:07:1C
Bo Yuan	Endesco Inc	boyuan@endescoinc.com	Joined before	7/8/2021, 10:07:1C
Boehm, Oliver	Volkert, Inc.	oliver.boehm@volkert.com	Joined	7/8/2021, 10:19:55
Bruno Roberto Agosta	AC&A Virginia LLC	bagosta@acyaglobal.com	Joined before	7/8/2021, 10:07:1C
Catherine Baldwin	Vanasse Hangen Brustlin (vhb)	Cbaldwin@VHB.COM	Joined before	7/8/2021, 10:07:1C
Cerasela Cristei	EXP	Cerasela.Cristei@exp.com	Joined before	7/8/2021, 10:07:1C
Chief Buamah (Guest)	Approved Engineering Solution:	cbuamah@apsi-eng.com	Joined before	7/8/2021, 10:07:1C
Chris Daily	Vanasse Hangen Brustlin (vhb)	Cdaily@VHB.COM	Joined before	7/8/2021, 10:07:1C
Chris Kiefer	Timmons Group	Chris.Kiefer@timmons.com	Joined before	7/8/2021, 10:07:1C
Christopher Forinash	Nelson\Nygaard	CForinash@nelsonnygaard.com	Joined before	7/8/2021, 10:07:1C
Christopher Ley	KIM Engineering	chrisley@kimengineering.com	Joined before	7/8/2021, 10:07:1C
Dekker, Dawn	Volkert, Inc.	dawn.dekker@volkert.com	Joined	7/8/2021, 10:24:4C
Dileep Garimella (Guest)	KLS Engineering	dileep.garimella@kls-eng.com	Joined	7/8/2021, 10:10:13
Douglas R. Kennedy	Pennoni	Dkenedy@Pennoni.com	Joined before	7/8/2021, 10:07:1C
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Faisal Hameed	EXP	Faisal.Hameed@exp.com	Joined before	7/8/2021, 10:07:1C
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Helms, Ira	Specialized Engineering	ihelms@specializedengineering.co	Joined before	7/8/2021, 10:07:1C
Jacob Green (PSI)	Precision Systems, Inc. (PSI)	jacob@dcpsi.com	Joined before	7/8/2021, 10:07:1C
Jamie Campbell (Guest)	CST Engineering	jcampbell@cstengineers.com	Joined before	7/8/2021, 10:07:1C
Jeff Rodgers	Pennoni	JRodgers@Pennoni.com	Joined before	7/8/2021, 10:07:1C
Jennifer Straub	RK&K	jstraub@rkk.com	Joined before	7/8/2021, 10:07:1C
Jim Wise (Guest)	City Staff	jwise@fallschurchva.gov	Joined before	7/8/2021, 10:07:1C
Jim Watson	Enovate	jwatson@enovateengineering.com	Joined before	7/8/2021, 10:07:1C
John A. Giometti	Rinker Design (RDA)	jgiometti@rdacivil.com	Joined before	7/8/2021, 10:07:1C
John Palmer (Guest)	Quinn Consulting Services	jpalmer@quinn-consulting.com	Joined before	7/8/2021, 10:07:1C
Jyothi Paladugu	Mead & Hunt	jyothi.paladugu@meadhunt.com	Joined before	7/8/2021, 10:07:1C
Karen White	Walter L. Phillips (WLP)	kwhite@wlpinc.com	Joined before	7/8/2021, 10:07:1C
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Marcus, Lawrence J.	Wallace Montgomery	lmarcus@wallacemontgomery.com	Joined before	7/8/2021, 10:07:1C
Maria C. Lashinger	Gorove Slade	maria.lashinger@goroveslade.com	Joined before	7/8/2021, 10:07:1C
Martin, Leslie E. (VDOT)	VDOT	leslie.martin@vdot.virginia.gov	Joined	7/8/2021, 10:08:01
Matthew Kaiser	RK&K	mkaiser@rkk.com	Joined before	7/8/2021, 10:07:1C
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Michael Perrotta	Century Engineering	mperrotta@centuryeng.com	Joined before	7/8/2021, 10:07:1C
Michael Sun (CTL) (Guest)	CTL Engineering	msun@ctleng.com	Joined before	7/8/2021, 10:07:1C
Millikan, Ian S.	Wallace Montgomery	imillikan@wallacemontgomery.com	Joined before	7/8/2021, 10:07:1C
Miranda Yager-Kieler	Rinker Design (RDA)	myager@RDACIVIL.com	Joined before	7/8/2021, 10:07:1C
Nina Manguiri	TCT Cost Consultants	Nmanguiri@tctcost.com	Joined	7/8/2021, 10:09:22
Paul Hoffman	Brudis & Associates	phoffman@brudis.com	Joined before	7/8/2021, 10:07:1C
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Peter Rouse	Froehling & Robertson	prouse@fandr.com	Joined	7/8/2021, 10:09:19
Ray Dagher	Brudis & Associates	rdagher@brudis.com	Joined	7/8/2021, 10:17:2C
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Robert B. Schiesel	Gorove Slade	rbs@goroveslade.com	Joined before	7/8/2021, 10:07:1C
Sheran, Ryan	Kimley-Horn	Ryan.Sheran@kimley-horn.com	Joined before	7/8/2021, 10:07:1C
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Sue Long (Guest)	DPW Staff	slong@fallschurchva.gov	Joined before	7/8/2021, 10:07:1C
suman (Guest)			Joined before	7/8/2021, 10:07:1C
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Tara Harris	Vanasse Hangen Brustlin (vhb)	Tharris@VHB.COM	Joined before	7/8/2021, 10:07:1C
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Venkat Nallamothu	ToXcel	venkat.nallamothu@toxcel.com	Joined before	7/8/2021, 10:07:1C

Woody, Ricky	Stantec	Ricky.Woody@stantec.com	Joined before	7/8/2021, 10:07:10
Xiaodong Zhang			Joined before	7/8/2021, 10:07:10
Zak Bradley	DPW Staff	zbradley@fallschurchva.gov	Joined before	7/8/2021, 10:07:10