



**ADDENDUM
TO**

RFP No. WR-RFP-2015-01

Multiple Award IDIQ Contract for Professional Services for
Regional and Environmental Planning and Analysis

March 30, 2015

INTRODUCTION

This addendum is issued to clarify questions received by the Hampton Roads Planning District Commission (HRPDC) pertaining to Request for Proposal (RFP) No. WR-RFP-2015-01. The March 26, 2015 Pre-Proposal Conference attendance list and presentation slides are also provided in Attachment 1.

Questions and responses are listed below according to topic area or the relevant section of the RFP:

GENERAL QUESTIONS

1. If this is a re-compete IDIQ, would send us a copy of the previous RFP?

RFP #WR-RFP-2015-01 is not a re-compete RFP.

2. The Hampton Roads PDC often provides a conference line for those who are unable to attend a pre-proposal meeting. We request that a conference line also be provided for call in for WR-RFP-2015-01.

Attendance at the pre-proposal conference is optional. A conference line will not be provided. A summary of the pre-proposal conference questions and answers is provided in this Addendum.

3. Is or will a list of interested parties be provided?

The list of pre-proposal conference attendees is provided in Attachment 1 of this Addendum.

4. The RFP uses “subcontractor(s)” and “subconsultant(s)” terminology throughout the document. Are these interchangeable? If not, please define each.

Yes, the terms “subcontractor(s)” and “subconsultant(s)” as used in the RFP are interchangeable.

5. Do you have funds approved for this contract and if so what is the allocation?

Funds for task orders issued under the resultant contract(s) will be included in the appropriate fiscal year (FY) budget. The HRPDC’s FY2016 budget and Unified Planning Work Program (UPWP) are currently being developed and will be finalized in June 2015. The [HRPDC FY 2015 Unified Planning Work Program \(UPWP\)](#) and the [HRPDC FY 2015 budget](#) are available for reference on the Organization’s website (www.hrpdcva.gov).

The HRPDC makes no commitment or guarantee as to the value of services to be authorized under the resultant contract(s). Funding sources and funding amounts for task orders will vary depending on the HRPDC program area(s) to be supported, the specific scope of work, and the level of financial support determined necessary by the HRPDC and the Organization's official Advisory Committees. Task orders and approvals for funding expenditures may also be executed through as-needed project approvals and budget amendments.

6. There is no RFP requirement for pricing to be provided. Will firm pricing information be required to support the 11 May 15 Contract Negotiations phase?

Pricing will be addressed during contract negotiations.

7. Please provide the following details:

- a. **List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.**
- b. **Soft Copy of the Tender Document through email.**
- c. **Names of countries that will be eligible to participate in this tender.**
- d. **Information about the Tendering Procedure and Guidelines**
- e. **Estimated Budget for this Purchase**
- f. **Any Extension of Bidding Deadline?**
- g. **Any Addendum or Pre Bid meeting Minutes?**

REQUEST FOR PROPOSAL #WR-RFP-2015-01. The Hampton Roads Planning District Commission is soliciting proposals for the Multiple Award IDIQ Contract for Professional Services for Regional and Environmental Planning and Analysis. Interested parties should refer to the full request for proposal posted on <http://www.hrpdcva.gov/page/procurement>. Submit by 4:00 P.M. Eastern Daylight Time on April 16, 2015.

SECTION I PURPOSE

8. Is the Offeror the whole team?

"Offeror" refers to the individual or entity in whose name the proposal is submitted (the prime consultant/contractor).

9. Is the prime consultant required to have a local office within the Hampton Roads Planning District even if the subconsultants have local offices?

Yes, all Offerors shall have a local office within the Hampton Roads Planning District with sufficient qualified personnel to manage the proposed services. "Offeror" refers to the individual or entity in whose name the proposal is submitted (the prime consultant/

contractor). Subconsultants/subcontractors identified in the Offeror’s proposal are not required to have a local office within the HRPDC.

- 10. On page 4 of the RFP under the “PURPOSE” section, third paragraph, the RFP states that “All Offerors shall have a local office within the Hampton Roads Planning District with sufficient qualified personnel to manage the proposed services. Is this a mandatory requirement for all large, small, woman-owned and/or minority-owned firms regardless if they propose as a prime contractor or subcontractor?”**

The SWaM business directory lists subcontractors that our company has been in contact with regarding this procurement. We want to include them on our team, but they do not have an office within the boundaries of the Planning District. Are these small and minority-owned firms to be excluded from participating in this RFP?

Our office is in Washington, D.C. We do not have an office within the boundaries of the Planning District. Will the Planning District consider our qualifications for an IDIQ contract?

“Offeror” refers to the individual or entity in whose name the proposal is submitted (the prime consultant/contractor). All Offerors shall have a local office within the Hampton Roads Planning District with sufficient qualified personnel to manage the proposed services. Subconsultants/subcontractors identified in the Offeror’s proposal are not required to have a local office within the HRPDC.

The Offeror must propose to provide services as the prime consultant/contractor in at least one of the project capability areas listed in RFP Attachment 2. The use of subconsultants/subcontractors is optional; all subcontractors must be approved by the HRPDC. If the Offeror opts to use subconsultants, the Offeror is responsible for coordination of all subconsultant services.

Proposals delivered from Offerors that do not meet these requirements (office within the Hampton Roads Planning District; and propose to provide services as the prime consultant in at least one project capability area) will not be considered for further evaluation.

SECTION II BACKGROUND

- 11. Please provide the names of incumbent contractors for this award, if any, and any current or past contractors used.**

The HRPDC currently has two Continuing Services Contracts supporting the Organization’s Regional Water, Wastewater, and Stormwater programs. Contracts are held by the following firms:

CH2M Hill
11818 Rock Landing Dr. Ste. 200
Newport News, VA 23606

URS (AECOM)
227 Bendix Rd. Ste. 500
Virginia Beach, VA 23452

CH2M Hill has subcontracted some work to Wetlands Watch Inc. URS has subcontracted some work to Virginia Technology Group.

SECTION III SCOPE OF WORK

There were no questions related to this section of the RFP.

SECTION IV SCHEDULE OF EVENTS

There were no questions related to this section of the RFP.

SECTION V CONFLICTS AND QUESTIONS

There were no questions related to this section of the RFP.

SECTION VI PROPOSAL PREPARATION AND INSTRUCTIONS

There were no questions related to this section of the RFP.

SECTION VII SPECIFIC PROPOSAL INSTRUCTIONS

12. On page 7, is the 15-page limit for qualifications for the Offeror or for the whole team?

Qualifications for all entities listed in the proposal (the whole team) should be described in 15 pages or less to address RFP Section VII, item B.

13. Is the Offeror expected to propose to provide services in all areas listed on the Project Capability Areas Survey?

No, the Offeror is not expected to propose to provide services in all project capability areas listed in Attachment 2 (see RFP Section VII, item C.1).

14. Please confirm that we can just submit only on the Capability Areas we choose (not all).

Yes, the Offeror completes the Project Capability Area Survey to indicate the area(s) in which services are being proposed (see RFP Section VII, item C.1).

15. Will a subcontractor supporting multiple Primes be allowed?

No.

16. Ref: Attachment 2 PROJECT CAPABILITY AREAS SURVEY. Reference question [15]; if a prime offeror can provide the service, it follows then that offerors can provide the service as a sub. When completing this form, should the context be regarding capability to provide the service or the contractual relationship with which the offeror intends to provide the service?

“Offeror” refers to the individual or entity in whose name the proposal is submitted (the prime consultant/contractor).

For completing RFP Attachment 2, Project Capability Areas Survey, check the box for “Prime Consultant” if the Offeror is proposing to provide the service with in-house staff and resources. Check the box for “Subconsultant” if the Offeror is proposing to provide the service through a subconsultant/subcontractor identified in the proposal. Check both boxes (“Prime Consultant” and “Subconsultant”) if services can be provided by either the prime or a subconsultant identified in the proposal.

17. Is it expected that all potentially successful offerors would submit as a Prime Consultant in some Project Capability Area(s)? Would an offeror submitting only as a Sub-consultant be considered (e.g., with a goal of “approved” sub in certain Project Capability Area(s))?

“Offeror” refers to the individual or entity in whose name the proposal is submitted (the prime consultant/contractor). The Offeror must propose to provide services as the prime consultant/contractor in at least one of the project capability areas listed in RFP Attachment 2. The use of subconsultants/subcontractors is optional; all subcontractors must be approved by the HRPDC. If the Offeror opts to use subconsultants, the Offeror is responsible for coordination of all subconsultant services.

18. How are subcontractors approved?

Upon acceptance of the proposal, the subcontractors identified in the proposal are considered approved by the HRPDC. Additional subcontractors may be added later for specific task orders with the HRPDC’s administrative approval.

19. Would the project experience include 5 sample projects FOR EACH Capability Area or 5 projects total?

A total of five reference project summaries are to be provided in the proposal (see RFP Section VII, item C.2).

20. The 5 references noted on page 7, is the 2 page limit per project or for all 5?

Each project summary is not to exceed two pages (see RFP Section VII, item C.2).

21. If a SF330 is submitted are we limited to only 5 reference projects as noted on page 7?

Yes, the HRPDC is specifying that five reference projects are to be included in the proposal. Please refer to the instructions for SF330, Section F, which includes the following statement: "Present ten projects, unless otherwise specified by the agency."

22. Are you referring solely to the SF330 resume as a "short form resume" or is there another format that can be used?

Other formats of short form resumes are acceptable (limited to one page).

If you choose *not* to submit SF330 to address RFP Section VII, item C.3 (short form resumes) *do not* submit SF330 to address RFP Section VII, items C.2 (project summaries) and C.4 (subconsultant profiles).

23. Is the "short form" resume limited to one (1) page per person?

Yes, short form resumes are limited to one page.

24. If we elect to utilize the SF330 to complete Items C.2, C.3 and C.4, do you want a complete SF330 Part I (A-I) and Part II submitted?

Yes, submit SF330 Parts I and II if you elect to use SF330 to address RFP Section VII, items C.2, C.3, and C.4. Submit Part II for each firm identified in the proposal (prime and subconsultants).

SECTION VIII DISCLOSURE OF PROPOSAL CONTENTS

25. Ref: VIII. DISCLOSURE OF PROPOSAL CONTENTS. Regarding the sentences "The Organization may use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this provision." Please explain what is meant by "use" in this context.

The Organization may use any or all ideas presented in any proposal for proposal evaluation purposes only.

SECTION IX SUBMITTAL PROCESS AND INFORMATION

There were no questions related to this section of the RFP.

SECTION X SELECTION CRITERIA

26. Can you tell us who is on the selection panel/evaluation committee?

The RFP selection panel/evaluation committee includes two members of the HRPDC Directors of Utilities Committee, two members of the HRPDC Regional Environmental Committee, and some HRPDC staff.

SECTION XI AWARD OF CONTRACT

27. Is the intent to only issue one contract or will multiple contracts be awarded? Since the Offeror may choose the project capability areas for which services are proposed, how do you choose one firm? Please clarify how many contracts will be awarded and how proposals will be evaluated.

It is anticipated that the HRPDC will award one or more IDIQ contract(s) (see RFP p.4, Section I, Purpose). The HRPDC reserves the right to make multiple awards as a result of this RFP (see RFP p. 24, Appendix A, Section II, Award of Contract). The selection panel/evaluation committee will make recommendations for the contract negotiation phase based on the evaluation criteria described in the RFP, interviews, and all information developed in the selection process. Successfully negotiated contracts will be presented to the Commission for approval.

The HRPDC does not guarantee that contractor selections will be made for all project capability areas and reserves the right to select multiple providers for each area (see RFP p. 8, Section VII, item C.1). The HRPDC reserves the right to utilize other providers for professional services and is not obligated to award any or all services to the selected Offerors (see RFP p. 4, Section I, Purpose).

28. If more than one contract is awarded, will Task Orders be competitively bid between contract awardees?

No, task orders will be issued to the contractor that is best suited to perform the work.

APPENDIX A TERMS AND CONDITIONS

29. On page 22 of the RFP under paragraph Z “Cooperative Procurement”, the resulting IDIQ contracts will be cooperative agreements that can be extended to any public agency or body in the Commonwealth of Virginia. If the Hampton Roads PDC is restricting this procurement to only firms that have an office within the boundary of the Planning District, how will firms that may only have an office within the District be in a position to serve public agencies or bodies outside of the district?

The purpose of this RFP to establish a multiple award Indefinite Delivery/Indefinite Quantity (IDIQ) contract for professional, scientific, and technical services in support of the Hampton Roads Planning District Commission's various program areas. The resultant contract is not required to serve the procurement needs of other public agencies or other entities authorized to use the contract in accordance with the Code of Virginia. If other Hampton Roads localities would be interested in using this procurement, the option is there for both parties to agree or not.

APPENDIX B REQUIRED FORMS

There were no questions related to this section of the RFP.

ATTACHMENT 1 SCOPE OF WORK

There were no questions related to this section of the RFP.

ATTACHMENT 2 PROJECT CAPABILITY AREAS SURVEY

See questions 13, 14, 16, 17, and 19.

ATTACHMENT 1

March 26, 2015 Pre-Proposal Conference
Attendance List and
Presentation Slides

March 26, 2015 Pre-Proposal Conference Attendance List

Name	Organization	Phone	Email
Attendees:			
Joshua G. Behr	ODU/VMASC	(757) 927-9735	jbehr@odu.edu
Thomas Reese	ODU/VMASC	(757) 638-4454	treese@odu.edu
Craig Ziesemer	Suffolk Public Utilities	(757) 514-7024	cziesemer@suffolkva.us
Steve Rowe	JMT	552-1079	srowe@jmt.com
Travis Davis	Woolpert	549-5348	travis.davis@woolpert.com
Joe Grosel	ODU/VMASC	686-6231	jgrosel@odu.edu
Jim Latchaw	Dewberry	(757) 355-5820	jlatchaw@dewberry.com
John Robusto	WBB	(757) 213-8170 x822	jrobusto@wbbinc.com
George Gabriel	WBB	(757) 213-8170 x806	ggabriel@wbbinc.com
Joel Silverman	CNA	(703) 568-2952	silvermj@cna.org
John Paine	AECOM	(757) 383-6208	John.paine@aecom.com
Dennis Heuer	RK&K	(757) 617-2760	dheuer@rkk.com
Troy Savage	REMSA	(757) 775-2020	tsavage@remsainc.com
Don Christian	REMSA	(757) 722-0113	dchristian@remsainc.com
Brad Ellis	Moffatt & Nichol	(757) 628-8222	bellis@moffattnichol.com
Glenn Muckley	Stantec	(757) 220-6869	glenn.muckley@stantec.com
Andy Coleman	Cardno Inc	(757) 462-2100	andy.coleman@cardno-gs.com
Mike Barbachem	Whitman, Requardt & Assoc.	(757) 497-2925	mbarbachem@wrallp.com
Don McClarin	Cardno	(757) 594-1465	don.mcclarin@cardno-gs.com
Shelly Frie	CH2M Hill	(757) 671-6222	shelly.frie@ch2m.com
Chris Collins	Jacobs	(804) 254-9625	christopher.collins@jacobs.com
Cindy Nash	GET Solutions	(757) 518-1703	cnash@getsolutionsinc.com
Elizabeth Scaggs	Marstel-Day, LLC	(571) 338-6216	escaggs@marstel-day.com
Rachel Friend	Woolpert	(804) 461-0362	rachel.friend@woolpert.com
Liz Scheessele	Timmons Group	213-6662	liz.scheessele@timmons.com
HRPDC Staff			
Jennifer Coleman	HRPDC		
Danetta Jankowsky	HRPDC		
Tiffany Smith	HRPDC		

MULTIPLE AWARD IDIQ CONTRACT FOR PROFESSIONAL SERVICES FOR REGIONAL AND ENVIRONMENTAL PLANNING AND ANALYSIS

PRE-PROPOSAL CONFERENCE
HAMPTON ROADS PLANNING DISTRICT COMMISSION
REGIONAL BOARD ROOM
MARCH 26, 2015



WR-RFP-2015-01

1

HRPDC Member Localities

2

The HRPDC mission is to:

- ▣ Serve as a forum for local elected officials and chief administrators to deliberate and decide issues of regional importance;
- ▣ Provide the local governments and citizens of Hampton Roads credible and timely planning, research and analysis on matters of mutual concern; and
- ▣ Provide leadership and offer strategies and support services to other public and private, local and regional agencies, in their efforts to improve the region's quality of life.

- ▣ Chesapeake
- ▣ Franklin
- ▣ Gloucester County
- ▣ Hampton
- ▣ Isle of Wight County
- ▣ James City County
- ▣ Newport News
- ▣ Norfolk
- ▣ Poquoson
- ▣ Portsmouth
- ▣ Smithfield
- ▣ Southampton County
- ▣ Suffolk
- ▣ Surry County
- ▣ Virginia Beach
- ▣ Williamsburg
- ▣ York County



www.hrpdcva.gov

Programs & Priorities

3



HRPDC At a Glance:

- ▣ Communications
- ▣ Economics
- ▣ Emergency Management
- ▣ Housing
- ▣ Planning
- ▣ Water Resources

Video - HRPDC Annual Retreat (2-19-2015)
<http://hrpdcva.gov/events/index/view/id/364>

HRPDC overview begins at time stamp 8:17

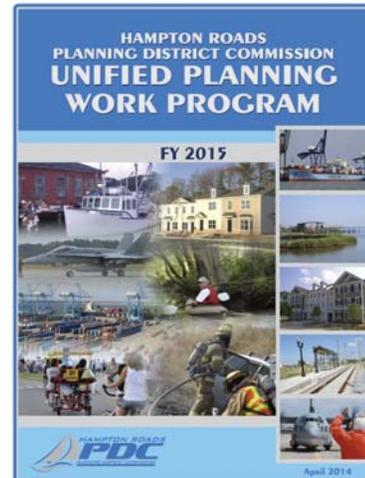
Programs & Priorities

4

HRPDC Unified Planning Work Program (UPWP)

FY15 UPWP :
<http://www.hrpdcva.gov/uploads/docs/FY%202015%20Final.pdf>

- ▣ Describes activities by program area
- ▣ Explains the HRPDC Committee Structure



Request for Proposal

5

- Soliciting proposals to establish a multiple award IDIQ contract for professional, scientific, and technical services in support of the HRPDC’s various program areas.
- Contract(s) awarded for an initial period of performance of one 1 year (renewable for four successive one year periods)
- Specific tasks and/or work to be performed will be determined on an as-needed basis and authorized by individual Task Orders

Proposal Evaluation

6

- All offerors shall have prior experience with providing professional services for other municipal organizations.
- All offerors shall have a local office within the Hampton Roads Planning District with sufficient qualified personnel to manage the proposed services.

Evaluation Factors	Value
Qualifications and experience	25%
Capabilities and skills	25%
Resources	15%
Accessibility of firm and key personnel	15%
Experience involving multiple local jurisdictions/agencies	10%
SWaM or SWaM subcontracting plan	10%

Terms & Conditions

7

- Subcontractors may be used; all subcontractors must be approved by the HRPDC.
- Solicitation is subject to the provisions of the Commonwealth of Virginia Public Procurement Act.
- Procurement is being conducted on behalf of state agencies, institutions and other public bodies who may be added or deleted at any time during the period of the contract.

Additional Information

8

- Material Handling - Sensitive Security Information
 - ▣ The required services may involve the handling of Sensitive Security Information (SSI) according to 49 CFR 1520.7. Firm(s) handling SSI material may be required to sign non-disclosure agreements. Individuals with the firm(s) that handle SSI material will be required to sign non-disclosure agreements.

Timeline

9

- March 30, 2015 – RFP addendum published (<http://hrpdcva.gov/page/procurement>)
- April 16, 2015 – Proposals due by 4:00 p.m. EDT.
 - One original & 7 copies
- April 24, 2015 – Shortlisted offerors notified of interviews/presentation timeslots.
- April 30, 2015 – Interviews
- May 11, 2015 – Contract negotiations begin
- June 18, 2015 – Commission approves contract
- June 29, 2015 – Contract award

Questions?

All questions and answers will be documented in the
March 30, 2015 addendum
(<http://hrpdcva.gov/page/procurement>)



WR-RFP-2015-01

10