



ADDENDUM

TO

RFP No. PDC-RFP-2017-02

Multidisciplinary Planning Services for
Hampton Roads Region – Norfolk and Virginia Beach
Joint Land Use Study

September 21, 2016

INTRODUCTION

This addendum is issued to clarify questions received by the Hampton Roads Planning District Commission (HRPDC) pertaining to Request for Proposal (RFP) No. PDC-RFP-2017-02. The September 19, 2016 Pre-Proposal Conference attendance list is 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. Please confirm the due date for the proposal. Two different due dates (October 11 and Sept 6) are noted on the RFP on pages 2 and page 10.**

Proposals are due on October 11, 2016 by 2:00 PM.

- 2. Will this contract be awarded as a lump sum fixed fee contract or will it be awarded as a time and materials (hourly) contract?**

This contract will be awarded as a lump sum fixed fee contract.

- 3. We currently have a notice to award letter on an On-call Planning Contract with the City of Norfolk (not the primary on-call consultant but an alternate). Is this in any way a conflict to the Hampton Roads pursuit for which we could not be selected?**

An existing on-call planning contract with a participating city will not be considered a conflict for this RFP.

- 4. What is the budget for this project?**

The budget for the project will depend on the final negotiated scope of work.

- 5. Can the Offeror or Prime Consultant be a joint venture?**

Yes, as long as there is a single consultant project manager/point of contact and a single mailing address for official correspondence.

- 6. Can you clarify the source of the funds? Are the funds pending?**

The Office of Economic Adjustment, part of the U.S. Department of Defense, has awarded a grant to the Hampton Roads Planning District Commission for this Joint Land Use Study.

7. Is the vulnerability analysis limited to sea level rise, flooding, erosion, and extreme coastal storm events?

The vulnerability analysis shall include, but not be limited to, sea level rise, flooding, erosion, and extreme coastal storm events.

8. Will HRPDC host the project website?

Yes.

9. The RFP calls for 3 public meetings. Do meetings need to be held in each locality (therefore 6 meetings) or are there to be three meetings at a place central to both jurisdictions?

There will be three (3) public meetings held for the JLUS, with at least one (1) occurring in each of the participating cities.

10. Will the list of attendees at the pre-proposal conference be published?

Yes, the list of attendees will be published as part of the Addendum – see Attachment 1.

11. Does the HRPDC have a project manager at the Office of Economic Adjustment?

The HRPDC’s project manager at the Office of Economic Adjustment is Cyrena Eitler.

SECTION I PURPOSE

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

SECTION II BACKGROUND

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

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

12. Will all questions submitted by email be answered?

Yes, all questions submitted via email will be answered in the Addendum.

SECTION VI PROPOSAL PREPARATION AND INSTRUCTIONS

13. Section VI, Item D, states that each paragraph of the response must identify a reference paragraph in the RFP. Many of the paragraphs, including Attachment 3 Scope of Work are not numbered in the RFP to allow a clear reference. It also states it is “helpful” to cite the paragraph number, sub-number and repeat the text of the requirement of the RFP. Please clarify requirements for cross referencing and repetition of RFP language in light of page limitations.

Responses should reference the RFP section and page number.

SECTION VII SPECIFIC PROPOSAL INSTRUCTIONS

14. Section VII, Subsection B. 7. requires that the scope include the person-hour level of effort for each class of personnel and for each subcontractor, including deliverables. This information is also requested as part of the cost proposal. Please clarify the preferred single location for personnel hours by tasks and class.

Person-hour level of effort should be included in the cost proposal.

15. Is the prime consultant required to have an office in Hampton Roads or is a large office for a sub-consultant on the team sufficient?

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

16. Regarding B. Section II – Technical Proposal, item 3: If the offeror’s financial statement is a public document, can the offeror submit this statement in an Appendix not to be included in the 25-page limit? Our financial statements are typically 20-30 pages.

Yes.

17. Regarding B. Section II – Technical Proposal, item 10: Is it allowable to submit our Affirmative Action documentation in an Appendix not to be included in the 25-page limit? Our Affirmative Action documents are typically 30-40 pages.

Yes.

18. Is the proposal required to be on 8.5" x 11" paper?

Yes.

19. Do tab sheets count toward the 25-page limit?

No.

20. Do cover sheets and cover letters count toward the 25-page limit?

No.

21. Does the 25-page limit refer to pages or sheets of paper?

The 25-page limit refers to pages. Each non-blank side of a sheet of paper will count toward the limit, unless otherwise exempted.

22. Does the Appendix count toward the 25-page limit?

No.

23. Does the HRPDC have a DBE goal?

Yes, the HRPDC's agency-wide DBE goal is 6%.

SECTION VIII DISCLOSURE OF PROPOSAL CONTENTS

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

SECTION IX SUBMITAL PROCESS AND INFORMATION

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

SECTION X SELECTION CRITERIA

24. Can you confirm that SWaM is 5% of the evaluation criteria?

Yes. Proposals will be evaluated for SWaM even if they are not DBE.

SECTION XI AWARD OF CONTRACT

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

SECTION I PURPOSE

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

APPENDIX A SECTION I

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

APPENDIX A SECTION II

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

APPENDIX B REQUIRED FORMS

25. Is Form 6 to be completed by every consultant on the Offeror's team, or just the DBE/SWaM consultants? Also, the form states that it must be submitted to Nancy Collins. Should we submit to Ms. Collins and also include a copy in our proposal?

Form 6 should be completed by the Offeror as part of the proposal.

ATTACHMENT 1

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

ATTACHMENT 2

26. Attachment 2, page 6 suggests a table was omitted from the RFP outlining the Policy Committee membership. Can this table be provided?

The Policy Committee membership has not been finalized.

27. Will HRPDC or the consultant develop the by-laws for the Policy and Technical Committees to be adopted at the first meeting as described in Attachment 2, page 6?

The HRPDC will develop the by-laws for the Policy and Technical Committees.

28. Has the Technical Committee already been formed?

No.

29. Will the consultant be expected to attend coordination meetings across the three JLUS studies that HRPDC will be overseeing?

The HRPDC anticipates overseeing a maximum of two (2) Joint Land Use Studies in the foreseeable future. Some coordination between these studies and other OEA-funded projects in the region will be required.

ATTACHMENT 3

30. Does HRPDC expect the consultant to conduct technical coastal engineering analysis as part of this study?

Technical coastal engineering analysis may be included as part of the Offeror's proposed scope of work, but is not required.

31. Does HRPDC expect the consultant to perform technical predictive modeling (sea level, surge, etc.) as part of the vulnerability analysis? If technical modeling is desired, please clarify how available data from previous studies shall be used.

Technical predictive modeling may be included as part of the Offeror's proposed scope of work, but is not required. The consultant should use existing data and study results prior to engaging in new analysis.

32. What level of data will be made available to understand critical Navy infrastructure assets?

It is expected that this project will include discussions with participating Navy installations regarding infrastructure. Data on specific critical Navy infrastructure will be made available on a case by case basis at the discretion of the participating Navy installation.

33. Within Attachment 3 Stakeholder interviews occur under 3 separate tasks (Survey and Interview of Key Stakeholders, Analysis, Strategy Development). Please clarify the expectation with regards to the level of involvement of stakeholders throughout the planning process.

The final scope of work, including the stakeholder engagement strategy, will be determined as part of the contract negotiations. It is expected that regular engagement with partner organizations and agencies will be a critical part of the JLUS process.

34. Attachment 3 includes “potential tasks” for a scope of work. It also states that “the following activities are to be conducted.” Are all activities required or suggested and does the consultant have the flexibility to reorder and reorganize the activities in the response?

The activities listed in Attachment 3 are suggested. They are the HRPDC’s best guess as to the tasks required to complete the project’s goals, but are not required. Offerors are welcome to submit alternative scopes of work as part of their proposals.

35. Attachment 3, page 5 lists expected deliverables. Please clarify the expected number and form (hard copy versus electronic) of all deliverables.

All deliverables shall be provided in electronic form. Study documents and reports, including the public engagement plan, draft and final JLUS reports, implementation strategy, executive summary, and handouts shall also be provided in printed form. The consultant shall provide fifteen (15) copies of each printed deliverable, except for the final JLUS report and implementation strategy. The consultant shall provide twenty (20) copies of the final JLUS report and JLUS implementation strategy.

36. What percentage of the effort throughout the duration of the study would you expect the public and stakeholder engagement to take?

Public and stakeholder engagement is expected to be a significant component of this Joint Land Use Study, but the level of effort will depend on the final negotiated scope of work.

37. Will Air Installation Compatibility Use Zones (AICUZ) be a part of this project?

AICUZ analysis is not anticipated to be a component of this project. However, the final scope of work will be determined as part of contract negotiations. Some compatibility factors to be considered for this study are listed in Attachment 2 on pages 4 and 5.

38. The RFP mentions wastewater and transportation infrastructure? Will the study include electrical infrastructure?

Yes, electrical infrastructure is included under the term “utilities.”

ATTACHMENT 1

September 19, 2016 Pre-Proposal Conference Attendance List

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Name	Organization	Phone	Email
Attendees:			
Amelia DaCruz	AECOM	(757) 376-8606	amelia.dacruz@aecom.com
Stacey Higgins	JMT	(757) 499-1895	shiggins@jmt.com
Ginny Snead	Louis Berger	(804) 658-6386	gsnead@louisberger.com
Scott Howell	JMT	(757) 552-1088	showell@jmttg.com
Jerry Q. Jorge	Burns & McDonnell	(757) 630-7516	jjorge@burnsmcd.com
John Crouse	Saunders + Crouse Architects	(757) 635-2965	jcrouse@saunderscrousearchitects.com
Bill Kenworthy	Cooper Robertson	(212) 247-1717	wkenworthy@cooperrobertson.com
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Rosemary Morris	VHB		rmorris@vhb.com
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