ADDENDUM #1
PDC-RFP-2020-02

MULTIPLE AWARD CONTRACTS
FOR ON-CALL SERVICES

May 6, 2020
ADDENDUM #1
PDC-RFP-2020-02

This addendum is issued to clarify questions received by the Hampton Roads Planning District Commission (HRPDC) pertaining to Request for Proposals No. PDC-RFP-2020-02 (RFP).

Questions and Responses:

1. Under Section VII. Specific Proposal Instructions on page 7/67, in the first paragraph, it says "All Offerors shall have a local office within the Hampton Roads Planning District with sufficient qualified personnel to manage the proposed services." Since a majority of the work that would be done for our specific area (Data management), would be done remotely, can we still submit a response even though we do not have an office within the Hampton Roads Planning District? Our nearest office is in Easton, MD, approximately 125 miles north of the Hampton Roads Planning District.

2. If we had a DBE firm as a subcontractor on our team that was located within the Hampton Roads Planning District, would we be able to submit a response?

Response to Questions 1 and 2:
Offerors and subconsultants are not required to have a local office within the HRPDC. The first paragraph of PDC-RFP-2020-02 Section VII. Specific Proposal Instructions (p.7), is corrected as follows (deletions are shown as [bracketed strike-through] text):

All Offerors shall have prior experience with providing 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.]

3. Please clarify if the PDC desires one proposal per capability area (as listed on Attachment 2, Scope of Work of the RFP), or if all capability areas should be included in a single proposal submission.

Response:
Please submit one proposal (see RFP Section VII. Specific Proposal Instructions). Offerors are to complete the Project Capability Areas Survey to indicate the Offeror’s proposed area(s) for on-call services. The Project Capability Areas Survey should be submitted as the first appendix to the proposal (see RFP Section VII., Item B.1. (p. 7)).
4. The RFP indicates a 15-page limit for the proposal. Are the appendices included in this 15-page limit? Further, if separate proposals are desired for each category (Attachment 2, Scope of work), does the 15-page limit apply for each proposal submitted?

Response:
The limit of 15 pages for Section II of the proposal (Technical Proposal) does not include appendices. This is stated in RFP Section VII., Item B. (p. 7) as follows:

\textit{Section II – Technical Proposal. In fifteen (15) pages or less (not including appendices), the Offeror shall provide a concise description of qualifications, work experiences, resources, and capabilities as they relate to the Scope of Work.}

5. The RFP on page 6 indicates that the submission will include one hard copy of the proposal. Currently, due to Covid-19 restrictions many municipal organizations have moved to electronic copy only for RFP submissions. Will the HRPDC be considering a similar change?

6. With the evolving situation around the Covid-19 outbreak, including the present closure of your regional office, would the Hampton Roads Planning District Commission consider accepting solely an emailed electronic submittal on May 28th, rather than the required hard copy documents? This would reduce the need for people to travel and/or congregate to print, assemble, and deliver the submittal package.

Response to Questions 5 and 6:
These issues were considered during the development of the solicitation, and our current procurement policy does not provide for electronic-only proposal submission. One hard copy original is required. It is perfectly acceptable for the hard copy original to be printed on plain copy paper. Proposals should be prepared simply and economically as stated in RPF Section VI., Item C (p. 6):

\textit{Proposals should be prepared simply and economically, providing a straight-forward, concise description of capabilities to satisfy the requirement of the RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotion materials are not required or desired.}

Although closed to the public, the HRPDC’s front desk is staffed from 8:00 to 4:30 p.m. from Monday through Friday to accept deliveries from the USPS, UPS, and FedEx. For hand delivery of proposals, please call the front desk at (757) 420-8300 to announce your arrival (the phone number is also posted on the front door).
7. Will this contract also serve the needs of the TPO or will it only serve the PDC?

**Response:**
Contracts resulting from this solicitation may serve the needs of the TPO for services that meet both of the conditions below:

a) Services are included in the Scope of Work (see RFP Attachment 2); and

b) Services fall within the project capability areas indicated in the Offeror’s proposal.

Offerors are to complete the Project Capability Areas Survey to indicate the Offeror’s proposed area(s) for on-call services. The Project Capability Areas Survey should be submitted as the first appendix to the proposal (see RFP Section VII., Item B.1. (p. 7)).

8. Will there be any hauling or transportation opportunities on this solicitation or any in the near future?

**Response:**
No, this solicitation does not include hauling, highway maintenance, or freight transportation services.

9. Please clarify how tasks will be awarded to selected teams/firms.

**Response:**
Upon the identification of a need for on-call services, the Organization will review the contracts resulting from this solicitation and select the most appropriate contract for task order development. Contract documents will incorporate proposals by reference; in the case of any conflict between the proposal and any other contract documents, the contract shall take precedence.

Specific tasks and/or work to be performed will be determined on an as-needed basis and authorized by individual task orders. Each task order will document the scope of work, period of performance, and fee. The maximum amount for each task order and the annual maximum cost of services performed under a contract shall not exceed available funds. It is possible that more than one task order will be issued under a contract; however, it is also possible that no task orders are issued under a contract. The Organization makes no commitment or guarantee as to the value of services to be authorized. The Organization reserves the right to procure services from and utilize other providers and is not obligated to award any or all services to the selected Offerors.

Funds for task orders issued under the resultant contract(s) will be included in the appropriate fiscal year (FY) budget. The HRPDC’s FY budget and Unified Planning Work Program (UPWP) for the coming year are typically finalized in June. Information from previous years is available for reference on the Organization’s website ([www.hrpdcvva.gov](http://www.hrpdcvva.gov)).
10. Is it possible to find out who the current incumbents are on this contract prior to its release?
11. Can the HRDPC make available a list of current and past contract holders and/or provide copies of past winning proposals?
12. Can you provide the names of the companies that are currently providing these services?
13. What is the approximate value of previous contract(s) that this contract will replace?

**Response to Questions 10, 11, 12, and 13:**
Contracts for on-call services over the past five years are listed below. Please note that some services included in the current solicitation (PDC-RFP-2020-02) were **not** included in the 2015 solicitation that resulted in the contracts below.

<table>
<thead>
<tr>
<th>Contract Number (FY 16 – FY20)</th>
<th>Consultant</th>
<th>Estimated Value FY16 – FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDC-FY2016-C01</td>
<td>CH2M HILL Engineers, Inc. (Project Capability Areas 7, 8, and 9)</td>
<td>$111,772</td>
</tr>
<tr>
<td>PDC-FY2016-C02</td>
<td>Kerr Environmental Services Corp. (No task orders issued)</td>
<td>$0</td>
</tr>
<tr>
<td>PDC-FY2016-C03</td>
<td>Rummel, Klepper &amp; Kahl, LLP (No task orders issued)</td>
<td>$0</td>
</tr>
<tr>
<td>PDC-FY2016-C04</td>
<td>SCS Engineers (No task orders issued)</td>
<td>$0</td>
</tr>
<tr>
<td>PDC-FY2016-C05</td>
<td>Timmons Group (No task orders issued)</td>
<td>$0</td>
</tr>
</tbody>
</table>

The FY20 value of services procured from multiple vendors through either small purchase procedures or under separate contracts are estimated as follows:

<table>
<thead>
<tr>
<th>Project Capability Area No. and Description (see RFP Attachment 2, Scope of Work)</th>
<th>Estimated FY20 Service Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Marketing, communications, graphic design, website development/design, and research services</td>
<td>$295,000</td>
</tr>
<tr>
<td>19. Printing, copying and finishing services (letterhead, envelopes, business cards, brochures, forms, and other miscellaneous print jobs in quantities ranging from hundreds to thousands of pieces)</td>
<td>$36,000</td>
</tr>
<tr>
<td>21. Computer science or engineering services, including database development and maintenance, modeling, application programming, website development, and miscellaneous support services</td>
<td>$7,000</td>
</tr>
<tr>
<td>23. Emergency management planning and project support, including but not limited to risk analysis, capability assessments, continuity of operations, hazard mitigation, disability inclusion, mapping, and cost benefit analysis</td>
<td>$85,000</td>
</tr>
</tbody>
</table>
14. To facilitate teaming, can you release the names of companies who submitted questions?

Response:
Potential Offerors desiring to connect with others who are interested in the solicitation may use the Virginia Business Opportunities (VBO) “B2B” tool on the eVA website (www.eva.virginia.gov).

Step 1: From the eVA home page, select the “Business Opportunities” tab, then click “Virginia Business Opportunities (VBO)” on the pull-down menu.

Step 2: Use the search bar at the top of the Virginia Business Opportunities (VBO) window to find “PDC-RFP-2020-02.” After finding the solicitation, click the button “View Opportunity.”

Step 3: In the solicitation information window, click on the “B2B” tab at the top of the listing to view the B2B activity; click the “Add B2B Posting” to create a posting.

Screen shots are provided below for reference.

Step 1:
Step 2:

![Screenshot of eVA platform showing search results for PDC-RFP-2020-02]

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Step 3:

![Screenshot of eVA platform showing RFP details for PDC-RFP-2020-02]