

TOWN OF CHRISTIANSBURG

PURCHASING DEPARTMENT
100 East Main Street
CHRISTIANSBURG, VA 24073
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Mark Hamric, Purchasing Coordinator

REQUEST FOR PROPOSALS

22-0006

ADDENDUM NUMBER 1

DATE: July 27, 2021

TITLE: N. Franklin Street and Wades Lane Pedestrian Improvements (UPC 117997) & S. Franklin Street and First Street Pedestrian Improvements (UPC 117998)

Purpose:

The purpose of this Addendum Number 1 is as follows:

- Clarify the GENERAL section on page 2 of the RFP to reflect the intent of the Town of Christiansburg in awarding two contracts. Revised sheet attached to this addendum.
- Update PROCUREMENT SCHEDULE section on page 2 of the RFP for the optional pre-proposal meeting date and time to be August 10, 2021 at **3:00 PM** as reflected in the advertisement. Revised sheet attached to this addendum.
- Update ADMINISTRATIVE section on page 10 of the RFP for the EOI submittal due date and time to be **8/26/2021**. Revised sheet attached to this addendum.
- All other terms and conditions in the Request for Proposal remain the same.

GENERAL

The **Town of Christiansburg** is seeking expressions of interest from consulting engineering firms who wish to be considered to provide professional engineering services for:

N. Franklin Street and Wades Lane Pedestrian Improvements: The project includes pedestrian activated crosswalk signals, for the crossing of N. Franklin St., a minor arterial on the pedestrian route from a residential and school neighborhood to a dining, shopping, and recreational area.

The estimated project cost is: \$209,716

S. Franklin Street and First Street Pedestrian Improvements: The project includes pedestrian activated crosswalk signals for the crossing of South Franklin Street at First Street. South Franklin Street is a major collector on the pedestrian route from a residential neighborhood to the downtown district.

The estimated project cost is: \$203,292

The **Town of Christiansburg** ~~anticipates awarding multiple contracts to more than one, but not to exceed two qualified prime consultant~~ **may award contracts to one or more qualified prime consultant** firms as a result of this Request for Proposal. The contracts will be negotiated and awarded in accordance with the procedure set forth in the current Manual for the Procurement & Management of Professional Services at the time of advertisement.

The **Town of Christiansburg** reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the **Town of Christiansburg** to do so. This Request does not commit the **Town of Christiansburg** to provide any payment for costs associated with the preparation of proposals submitted in response to this Request for Proposal.

The **Town of Christiansburg** reserves the right to alter the project delivery method at any time during the contract period. The **Town of Christiansburg** will notify the consultant of such decision, revise the scope of services and respective man-hours. The change will be implemented utilizing an additional task order or supplemental agreement based on the contract type.

PROCUREMENT SCHEDULE

- Optional Pre-Proposal Conference – August 10, 2021 at ~~2:00 PM~~ 3:00 PM
- RFP Questions Due – August 18, 2021 at 5:00 PM
- Expression of Interest Due Date and Time – August 26, 2021 at 3:00 PM
- Short List Posted on the Town Website – NLT September 9, 2021
- Interviews/Technical Presentations – NLT September 30, 2021
- Final Consultant Selection – NLT October 7, 2021
- Selected Consultant Pre-Award Documents Due – NLT October 14, 2021
- Completed Negotiations Agreement Due – NLT November 18, 2021
- Consultant Contract Signed – NLT November 25, 2021

The optional pre-proposal conference will be held in the Administration Conference Room at the Christiansburg Town Hall located at 100 East Main St., Christiansburg, VA 24073. If you would like to join the pre-proposal conference virtually, please contact sholtzscheiter@christiansburg.org to receive an invitation to the meeting.

a Contractor Cost Certification for indirect cost rates required by FHWA order 4470.1A dated October 27, 2010 to the Department within 10 work days of being notified of their selection, whereby an official of an architectural or engineering firm shall certify that the indirect cost rate submitted does not include any costs which are expressly unallowable and that the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48CFR31. A sample Contractor Cost Certification is available for architectural or engineering firm's use on VDOT website at <http://www.virginiadot.org/business/gpmmps.asp>. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 work days, negotiations may be terminated by the **Town of Christiansburg** and the next most qualified team invited to submit a proposal.

6. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Town of Christiansburg for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:

-invoking such exclusion upon submission of the data or other materials for which protection is sought; -identifying with specificity the data or other materials for which protection is sought; and stating the reasons why protection is necessary.

The Inspector General of the Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. The **Town of Christiansburg** shall make a written determination of the nature and scope of the protection to be afforded by it. Notwithstanding the foregoing, Contractor's failure to comply with the requirements stated herein and procedures established by the Inspector General for seeking an exclusion pursuant to §2.2-3705.6 (22) of the Code of Virginia shall result in a denial of the exclusion. Requests for exclusion that are submitted after data or other materials for which protection is sought have been submitted will be denied.

If litigation directly or indirectly results from or arises out of a granted exemption, the contractor will be responsible for all litigation costs incurred by contractor and/or **Town of Christiansburg** associated with such litigation. In no event shall the **Town of Christiansburg** or its officers, employees or agents be liable to the contractor as a result of any disclosure of records or data collected by the **Town of Christiansburg**, its officers, employees or agents, pursuant to an audit, special investigation, or any study requested by the Inspector General's Office, whether or not the Inspector General has determined that the requested exclusion from disclosure under FOIA is necessary to protect the trade secrets or financial records of the private entity, and in no event shall the **Town of Christiansburg**, or its officers, employees, or agents be liable to the contractor for any damages or other claims arising directly or indirectly from a determination that the exclusion from public disclosure will not be granted.

7. **Electronic EOI submittals are encouraged for this EOI, with the entire submittal in a single cohesive PDF file.** Submittals shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the SF 330 Part I and Part II elsewhere in the submittal. **All information may be submitted either electronically through the Town of Christiansburg's system or by mail (one hard copy) and received no later than 3:00 PM (local time prevailing) on ~~07/29/2021~~ 08/26/2021.** Responses received