

TOWN OF CHRISTIANSBURG

PURCHASING DEPARTMENT
100 East Main Street
CHRISTIANSBURG, VA 24073
PHONE (540) 382-9519 X1135 | FAX: (540) 382-3762
Mark Hamric, Purchasing Coordinator

REQUEST FOR PROPOSALS 22-0006

ADDENDUM NUMBER 2

DATE: August 11, 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 2 is as follows:

- Pre-proposal sign-in sheet
- Pre-proposal meeting agenda and minutes
- Update to EOI Section of RFP as shown in the attached to include:
 - EOI item stating “A table or matrix containing the requested information in item 15” corrected to item 17.
 - Clarification on required forms to be submitted with the EOI response
 - Pictures and graphics allowed in Section F
- All other terms and conditions in the Request for Proposal remain the same.

Pre-Proposal Meeting Agenda (**Minutes**)

Project Name: N. Franklin St./Wades Lane and S. Franklin St./1st St Pedestrian Improvements

Date: August 10, 2021

Client: Town of Christiansburg

UPC: 117997 & 117998

1) SIGN-IN SHEET

2) INTRODUCTIONS

a) Town Staff

- Mark Hamric, Purchasing Coordinator (E: mhamric@christiansburg.org P: (540)-382-6120 x1135)
- Justin St. Clair, PE, Project Manager (E: jstclair@christiansburg.org P: (540)-382-6120 x1166)
- Sam Holtzscheiter, EIT, Civil Engineer I (E: sholtzscheiter@christiansburg.org P: (540)-382-6120 x1121)

3) GENERAL

- The Town of Christiansburg may award contracts to one or more qualified prime consultant firms as a result of the Request for Proposal. **Only one set of interviews will be conducted for both projects.**
- N. Franklin Street and Wades Lane Pedestrian Improvements (UPC 117997):** 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.
- S. Franklin Street and First Street Pedestrian Improvements (117998):** 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.
- This project is a VDOT Locally Administered Project involving federal funds. The DBE contract goal for this procurement for UPC 117997 and UPC 117998 is 12%.**
- Firms should highlight their success with federally funded TA projects and their ability to meet project schedules on the VDOT dashboard. Also, discuss successful projects which were constructed on-time and on-budget. **Including locally administered projects.**

• SCHEDULE

- Expression of Interest Due Date and Time – August 26, 2021 at 3:00 PM
- Interviews/Technical Presentations (minimum 3 qualified firms) – NLT September 30, 2021
- Final Consultant Selection – NLT October 7, 2021

• SCOPE

- Project Location
- Project Components (refer to RFP for full scope)
 - Surveying (including preparation of right of way and/or easement plats)
 - Sidewalk Design Plans
 - Environmental Reviews & Permitting (including Permit Sketches)
 - Hydrologic and Hydraulic Analysis (including Stormwater Management)
 - Maintenance of Traffic (MOT) Plan
 - Pavement Marking, Signage and Signal Plans

- Utility Relocation and/or Adjustment Plans
 - Right of Way Acquisition
 - Cost Estimation
 - Construction Administration Support
- **QUESTIONS**
 - a) All questions are to be submitted to mhamric@christiansburg.org and/or sholtzscheiter@christiansburg.org no later than 5 pm, local prevailing time, August 17, 2021.
 - What information are you looking for in the table or matrix mentioned in the EOI requirements “A table or matrix containing the requested information in item 15” ... The information in Item 15 appears to be related to the Certification Regarding Debarment Forms.
 - That is a mistake. The RFP should read “A table or matrix containing the requested information in item 17”.
 - Can you please confirm that the following completed forms need to be included with our EOI response? Or are they to be submitted after award?
 - *Minimum DBE & SWaM Requirements for Project Specific Consultant Contracts (Form C-111 PSC)*
 - *Certification of Binding Agreement with Disadvantaged Business Enterprise Firms (Form C-112 PSC)*
 - *Vendor Payment Compliance Report (Form C-63)*
 - (i) The C-111 PSC, C-112 PSC, and C-63 does not need to be submitted with the EOI. The C-111 PSC and the C-112 PSC will need to be submitted by the firm that is selected for negotiations prior to award for Civil Rights Review. The C-63 will be submitted quarterly by the firm awarded the contract.
 - On the Pedestrian Improvements RFP #22-0006, can you provide clarification on the details of the requirements for DBE? Page 5 of the RFP speaks to the opportunities for DBE’s but also to SWaM. Will this be a DBE goal or DBE/SWaM goal?
 - It will be a DBE goal only. The reference to SWaM is only in relation to VDOT’s requirements for DBE and/or SWaM firms. We are required to have these sections in the RFP even though there is no SWaM requirement.
 - Is the entire scope on the RFP going to be required? Or only the scope items listed in the pre-proposal agenda?
 - The scope items in the pre-proposal agenda are a condensed version of the RFP items. All of the scope items in the RFP may be required, although some of them are not likely such as Geotechnical Borings and Analysis and Hydrologic and Hydraulic Analysis.
 - Are pictures allowed in other sections of the EOI besides Section H?
 - We will allow pictures in ONLY Section F and Section H as updated in the attached.
 - Regarding the Response to RFP Interest Items 2-15 Section, I noticed that there is not a #9 item. It goes from 8 to 10. Is there meant to be something there or should we just skip that item?
 - This was an error. There is not a #9 item. Please skip this item.

EXPRESSION OF INTEREST (EOI)

1. The Expression of Interest shall be organized in the following order:
 - Transmittal letter
 - Table of Contents
 - Understanding of Scope of Work
 - Response to RFP Expression of Interest Items 2-15
 - **Standard Form (SF) 330 Part I** – one combined for the project team
 - **Standard Form (SF) 330 Part II** – one for each firm
 - Team Organization Chart – Section D Standard Form (SF) 330 Part I
 - A table or matrix containing the requested information in item ~~45~~ **17**
 - Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
 - Full size copies of Commonwealth of Virginia DPOR registration certificate for the Key Personnel
 - Firm Data Sheet
 - Certification Regarding Debarment form
 - DBE Commitment and Confirmation Letter (if applicable)
 - Minimum DBE & SWaM Requirements for Project Specific Consultant Contracts (Form C-111 PSC)
 - Not required to be submitted with the EOI, but will need to be submitted by the firm that is selected for negotiations prior to award for Civil Rights Review.
 - Certification of Binding Agreement with Disadvantaged Business Enterprise Firms (Form C-112 PSC)
 - Not required to be submitted with the EOI, but will need to be submitted by the firm that is selected for negotiations prior to award for Civil Rights Review.
 - Vendor Payment Compliance Report (Form C-63)
 - Not required to be submitted with the EOI, but will need to be submitted quarterly by the firm awarded the contract.
 - VDOT Consultant Title VI Evaluation Form
 - Governor McAuliffe's Executive Order Number 61
2. Furnish current SF 330 Part II for each firm involved, and one (1) combined SF 330 Part I for the project team. Please follow the instructions included on the form, unless indicated otherwise within this RFP.
3. As referenced in SF 330 Part I, Section D (Organizational Chart of Proposed Team), a one page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included.
4. Indicate **KEY PERSONNEL ONLY** resumes in SF 330 Part I, Section E (Resumes of Key Personnel Proposed for This Contract). Key personnel are defined as those to whom the contract will be assigned and who will be performing the actual management of the work and be responsible for inspection, administrative and design services. Each resume shall be limited to one page per person with a font no less than 10 point.

Furthermore, all individuals identified as Key Personnel in the EOI shall remain on the Consultant's Team for the duration of the procurement process and, if the consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to the **Town of Christiansburg's** Project Manager for approval, who, at his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.
5. In SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract), limit example projects to no more than ten (10). **Only this Section and**

Section H may include pictures or graphics.

6. In SF 330 Part I, Section G (Key Personnel Participation in Example Projects), limit example projects to no more than ten (10). The example projects listed in Section G (#29) should match the example project list provided in Section F.
7. In SF 330 Part I, Section H (Additional Information), the consultant should detail the plan to assure the **Town of Christiansburg** that the staff submitted for evaluation will be available for the services requested by the RFP. Section H of SF 330 Part I is limited to a maximum of ten (10) pages with a font no less than 10 point. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. This **and Section F are** the **ONLY** sections of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this **Town of Christiansburg** project.
8. It is the policy of the Virginia Department of Transportation and the **Town of Christiansburg** that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Small Business and Supplier Diversity (DSBSD) certified DBE firms is maintained on their web site (<http://www.dmbv.virginia.gov/>) under the **DBE Vendor Directory of Virginia Unified Certification Program**. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBE firms as potential subconsultants. The consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. **The DBE contract goal for this procurement is 12% for UPC 117997 and 12% for UPC 117998.**

If portions of the services are to be subcontracted to a DBE, the following needs to be submitted with your EOI and both must reference the project number(s) for the services:

- Written documentation of the prime's commitment to the DBE firm to subcontract a portion of the services, a description of the services to be performed and the percent of participation.
- Written confirmation from the DBE firm that it is participating, including a description of the services to be performed and the percent of participation.

49 CFR Part 26 requires VDOT to collect certain data about firms attempting to participate in VDOT contracts. This data must be provided on the enclosed Firm Data Sheet.

VDOT is also required to capture DBE and SWaM payment information on all professional services contracts. The successful prime consultant will be required to complete C- 63 form for both state and federally funded projects on quarterly basis.

Any DBE or SWaM firm must become certified (with the Virginia Department of Small Business and Supplier Diversity) prior to your response being submitted. If DBE or SWaM firm is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE or SWaM subconsultants. DBE or SWaM prime consultants are encouraged to make the same outreach efforts as other consultants. DBE or SWaM credit will be awarded only for work