

# COUNTY OF MONTGOMERY

PURCHASING DEPARTMENT  
755 ROANOKE STREET, Suite 2C  
CHRISTIANSBURG, VA 24073-3179  
PHONE (540) 382-5784 | FAX: (540) 382-5783  
Heather M. Hall, C.P.M., Procurement Manager

---

## REQUEST FOR PROPOSAL, RFP # 16-05 ADDENDUM NUMBER 1

**DATE:** July 14, 2015

**TITLE:** On-Call Professional Engineering Services for Transportation Projects

---

1. The formatting of Section V.B. has been replaced to make this more compatible with the request.
2. Please provide four (4) professional references that the County has permission to contact.
3. In Section X.B. delete "and as outlined in Sections I and II. From the first sentence.
4. Attached is the sign in sheet from the Pre-proposal Meeting on July 14, 2015.
5. All other terms and conditions remain the same.
6. Proposal is due July 29, 2015 at 3:00 p.m. EST.

ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

COMPANY/FIRM NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Zip Code \_\_\_\_\_

SUBMITTED BY:

NAME: \_\_\_\_\_  
(print)

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Toll Free Number: ( ) \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

**B. SPECIFIC REQUIREMENTS:**

1. Proposals should be as thorough and as detailed as possible so that the County may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal and in the following order:

- Transmittal letter
- Table of Contents
- Understanding of Scope of Work
- Response to RFP Expression of Interest Items 2-14
- **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 14
- 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)

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 County'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).
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 County 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 sub-consultants are proposed, the role of each sub-consultant should be discussed. List any computer and CADD equipment and any specialized computer software packages that you will use on projects involving VDOT reviews.
8. The County may receive funds from Federal Grant Sources for projects that are administered by VDOT. Requirements of this Section apply to project assignments from the County when Federal and State Funds are used either in part or whole to complete the Engineering, Construction or Administration of a Project. Experience as a Consultant on similar type Federal Grant Funded Municipal Level Projects with respect to eligibility as a Contractor under the Requirements of this Section should be demonstrated by the Prospective Offeror.

All firms submitting a proposal (prime consultants, joint ventures and sub-consultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations (FAR), Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All firms for a project (Prime Consultants, Joint Ventures and Sub-consultants) must submit their FAR audit data to the County within 10 work days of being notified of their selection. Should any firm on the consultant team fail to submit the required audit data within 10 work days, negotiations may be terminated by the County and the next most qualified team will be invited to submit a proposal.

The selected consultant will be required to submit Title VI Forms and Certificates of Insurance and update these documents annually for the duration of the contract.

9. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate – Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving are not considered affiliates.

10. In 2 page(s) or less, provide information that will indicate your firm's ability to meet accelerated project schedules while considering the review time of VDOT and regulatory agencies.
11. A project approach discussion is neither required nor desired, although a project approach should be an integral part of the technical presentations.
12. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, sub-consultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
  - Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
  - Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
  - Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

13. If the prime consultant or sub-consultant does not have the in-house capability to provide non- professional services, each with an estimated cost of \$5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in accordance with State procurement procedures once a contract is executed, with no DBE or SWaM credit in the selection of the most qualified firm or team. Clearly indicate these services in the EOI. Offeror shall acknowledge understanding of this in the Proposal.

14. Each business entity (prime and sub-consultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice engineering, surveying, hydrologic and hydraulic analysis, geotechnical analysis and landscape architecture, should provide evidence including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, as well as providing full size copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The EOI should convey the requested information for each regulant by the use of a concise table or matrix. (All full size copies of the Commonwealth of Virginia State Corporation Commission (SCC) and Department of Professional and Occupational Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page restriction):

- .1 The Commonwealth of Virginia SCC registration detailing the name, registration number, type of corporation and status of the business entity.
- .2 For this Project/Contract, the Commonwealth of Virginia DPOR registration information for each office practicing or offering to practice any professional services in Virginia: Provide the business name, address, registration type, registration number, and expiration date.
- .3 For this Project/Contract, the Commonwealth of Virginia DPOR license information for each of your Key Personnel practicing or offering to practice professional services in Virginia: Provide the name, the address, type, the registration number, and the expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.
- .4 For this Project/Contract, the Commonwealth of Virginia DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (i.e. real estate appraisal): the business name, the address, the registration type, the registration number, and the expiration date.

Failure to comply with the law with regard to those requirements in Virginia (whether federal or state) at the time of the EOI submittal regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your EOI submittal(s), in the sole and reasonable discretion of the Department, non-responsive and in that event your EOI submittal(s) may be returned without any consideration or evaluation.

COUNTY OF MONTGOMERY

ATTENDANCE ROSTER  
PRE-PROPOSAL  
 #16-05

Title: On-Call Transportation Projects

Date: July 14, 2015 10 am

Name	Company	Mailing Address	Phone and Fax	Email Address
Ken Anderson	Anderson & Assoc	100 Ardmore St Blacksburg VA	552-5592	anderson@andassoc.com
J. MICHAEL JOHNSON	ANDERTON & ASSOCIATES	100 ARDMORE ST. BLACKSBURG, VA	552-5592	JOHNSON@ANDASSOC.COM
John Stuart	Clark Nexsen	1111 East Main St. Suite 1905 Richmond, VA 23219	804-644-1276	jstuart@clarknexsen.com
DAVID BRADSHAW	CLARK NEXSEN	213 Jefferson St # 1011 Roanoke VA, 24011	(540) 982-0800	dbradshaw@clarknexsen.com

COUNTY OF MONTGOMERY

ATTENDANCE ROSTER  
PRE-PROPOSAL  
 #16-05

Title: On-Call Transportation Projects

Date: July 14, 2015 10 am

Name	Company	Mailing Address	Phone and Fax	Email Address
ERIC GENTRY	Thompson & Litton Inc	726 Auburn Av Rapid VA 23144	540 633 1897 633 1896 (fx)	egentry@T-L.com
JEFF MCKAY	A. MORTON THOMAS & ASSOC.	100 GATEWAY CTR. PRIVY SUITE 200 RICHMOND, VA 23135	(804) 276-6031 (804) 276-6033	JMCKAY@AMTEENGINEERING.COM
Mike Agee	Mattern & Craig, Inc.	701 1st Street Roanoke, VA 24016	540-345-9342 540-345-7691	msagee@matternandcraig.com
PAM MANU	AECOM	10 S. JEFFERSON ST ROANOKE VA	540-857-3315	pamela.h.manu@aecom.com

COUNTY OF MONTGOMERY

ATTENDANCE ROSTER  
PRE-PROPOSAL  
 #16-05

Title: On-Call Transportation Projects

Date: July 14, 2015 10 am

Name	Company	Mailing Address	Phone and Fax	Email Address
CHAD YATTS	SCHUBEL ENGINEERING	1901 S. MAIN STREET, DRAKESBURG VA	540 933- 1239	cyatts@ schubel-eng.com
Jeremy Hendrick	ATCS	2045 North Franklin Street, Suite E Christiansburg, VA	276-728-1524	jhendrick@atcsplc.com
Emily Gibson Dan Bough HEATHER HALL	Mont Co			