



Date: August 29, 2023

ADDENDUM NO: ONE

TO ALL OFFERORS:

REFERENCE: RFP No: 2024-RFP-3091320
Commodity: Architectural/Engineering Services for Albemarle County
Local Government
RFP Closing On: September 13, 2023, 2:00 PM ET

Please note the Pre-Proposal Conference with clarifications and/or changes made to this solicitation attached:

1. Please see attached Addendum One, which includes the pre-proposal conference agenda, sign-in sheet, Albemarle County strategic plan, and meeting notes including comments, questions and answers.
2. All other terms and conditions of the solicitation remain unchanged. Sealed proposals in accordance with the solicitation requirements shall be submitted by 2:00 PM ET on Wednesday, September 13, 2023. Late proposals will not be considered.
3. A **signed acknowledgement of this addendum** must be received by this office attached to your proposal document. Signature on this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Sincerely,

Vidhi Danak

Vidhi Danak, CPPB, PMP, VCA
Senior Procurement Specialist

Name of Firm

Signature/Title

Date

Printed Name



COUNTY OF ALBEMARLE
Facilities & Environmental Services
Facilities Planning & Construction Division
401 McIntire Road, 4th Floor
Charlottesville, Virginia 22902-4596

Pre-Proposal Conference Agenda
RFP #2024-RFP-3091320

TITLE: Term Contracts for Architectural/Engineering Services for Albemarle County Local Government

DATE: Wednesday, August 23, 2023; 12:00 PM

LOCATION: County Office Building
401 McIntire Rd, Room 235
Charlottesville, VA 22902

1. INTRODUCTIONS and SIGN-IN

2. COMMITTEE PERSONNEL:

Purchasing:	Vidhi Danak; vdanak@albemarle.org
Committee Chair:	Walter Harris IV
Committee Members:	Bill Strother
	Jim Barbour
	Tyler Gifford
	Steven Hoffmann

3. PURPOSE

Albemarle County Local Government (County) often needs professional Architectural/Engineering (A/E) design assistance for projects such as investigations, studies, reports, design of projects, and related services. The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Architectural/Engineering design services for Albemarle County Local Government. The projects vary, and total project budgets range from \$50,000 to \$20,000,000. The goal of this RFP is to contract with A/E firms that will agree to be available to provide these services in a timely manner, thereby reducing the County's cost and time for advertising and developing numerous RFPs, and generally increasing the County's efficiency in obtaining professional services.

4. SCHEDULE

Preproposal Questions: Due by September 6, 2023
Proposals Due: Wednesday, September 13, 2023, at 2:00 p.m. ET
Oral Interviews: October 10, 2023, & October 11, 2023; Time and Location TBD
Anticipate having executed contracts by November 1, 2023

5. SCOPE OF SERVICES

These contracts will be "Architect-Led"

Nature of Work

Design of New Buildings: Includes, but is not limited to office buildings, maintenance shops, pavilions, libraries, fire stations, emergency service stations, satellite facilities, convenience centers, public restrooms, courts facilities, park facilities, etc.

Building Envelope Repair and/or Replacement: This includes, but is not limited to investigative and design work on roofing, masonry, or other exterior facade materials, windows, doors, etc.

Interior Renovations and Minor Building Additions: Interior renovations include but are not limited to flooring and other finishes replacement, casework replacement, security improvements, minor structural changes, equipment replacement/upgrades (i.e. vehicular lift, kitchen equipment), ADA access, office space reconfigurations, gender-neutral restrooms, etc.

Repair/Maintenance Projects: Included would be HVAC replacement projects, plumbing replacement projects, elevator replacement and repair projects, electrical equipment replacement projects, lighting upgrades, etc.

Exterior Grounds Project: Includes parking lots, landscaping, stormwater/drainage, lighting, electric vehicle charging stations, ADA access, solar power upgrades, etc.

All work will be completed per the following Documents:

Albemarle County Terms and Conditions

Latest revisions of the Construction and Professional Services Manual (CPSM)

Terms and Conditions of the A/E Contract (CO-3a)

VUSBC with special concerns or added services listed below

NOTE: Proposals shall be in accordance with the listed documents above with Exclusion(s) clearly listed

6. PROPOSAL PREPARATION & SUBMISSION INSTRUCTIONS

- A. General Instructions
- B. Specific Proposal Instructions
 - a. Methodology/Specific Plan
 - b. Experience
 - c. Additional Information
- C. Evaluation and Criteria
 - a. Demonstrated Ability to Perform All RFP Services (5 points)
 - b. Approach/Methodology (5 points)
 - c. Overall Qualifications and Capacity of Firm (5 points)
 - d. Additional Information (5 points)
- D. Award of Contract
 - a. The County of Albemarle shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence, to provide the
 - b. A maximum of four (4) contracts may be awarded for Architectural/Engineering services
 - c. On-Call A/E Services
 - d. Task Orders through Term Contracts

7. SPECIAL CONCERNS/SERVICES

- A. Site Visits/ Inspections – *Min. 2/month, but as many as necessary to complete the job.*
- B. Timely responses to Proposal Requests
- C. Inspections- Ensure sub-consultants are visiting the site for inspections at appropriate times.
- D. Reports
- E. Closeout
- F. ARB/BAR

- G. BOS Presentations
- H. Cost Estimates
- I. Furniture
- J. Topographic and/or Utility Surveys
- K. Roof Inspections
- L. Hazardous Materials Abatement
- M. Change Orders

8. Final Questions/Adjournment

Questions and comments from the meeting are attached.



COUNTY OF ALBEMARLE
FACILITIES & ENVIRONMENTAL SERVICES – FACILITIES PLANNING & CONSTRUCTION DIVISION
PRE-PROPOSAL CONFERENCE ATTENDEES

TITLE: Term Contracts for Architectural/Engineering Services for Albemarle County Local Government

Location: 401 McIntire Rd, Charlottesville, VA 229012

Date: August 23, 2023

Name:	Erica Amtmann
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Organization:	Mitchell / Matthews Architects
Phone No.:	(434) 979-7550
Fax No.:	979-5220
E-Mail:	aw@mitcheilmatthews.com

Name:	KATIE ATWATER
Organization:	FGM ARCHITECTS
Phone No.:	703-956-5640
Fax No.:	—
E-Mail:	KATIEATWATER@FGMARCHITECTS.COM

Name:	Kent O'Donohue
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Name:	Julie Basic
Organization:	Julie L Basic, PLA
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Fax No.:	—
E-Mail:	jbasicpla@gmail.com

Name:	Michael Higgs
Organization:	Raymond
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Fax No.:	
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Name:	Tyler Gifford
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Name:	STEDE BARNES
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E-Mail:	SBARNES@GUENSBYTINGLE.COM

Name:	LAUREN COMET
Organization:	Quinn Evans Architects
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Name:	Chris Ames
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Name:	Walter Harris
Organization:	County of Albemarle
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Fax No.:	
E-Mail:	wharris@albemarle.org

Name:	Jennifer Mott
Organization:	FPW Architects
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Fax No.:	434-293-7247
E-Mail:	jmott@fpw.com

Name:	DAW SUTTON
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E-Mail:	dsutton@wileywilson.com

Name:	Tessa Bennetch
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Fax No.:	
E-Mail:	tessa.bennetch@lddbline.com; mike.wittig@lddbline.com

Name:	CRAIG KOTARSKI
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Name:	GRIMM + PARKER/JIM BOYO
Organization:	
Phone No.:	434 760-0964 (CELL)
Fax No.:	
E-Mail:	JBOYO@GPARCH.COM

Name:	Eumett L. Taylor
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Fax No.:	-
E-Mail:	eumett@architecturalpartners.com



**ALBEMARLE COUNTY, VIRGINIA
STRATEGIC PLAN FY24-28**

WEAVING PLANNING, ENGAGEMENT,
AND ACTION TO BUILD OUR FUTURE

Adopted October 2022

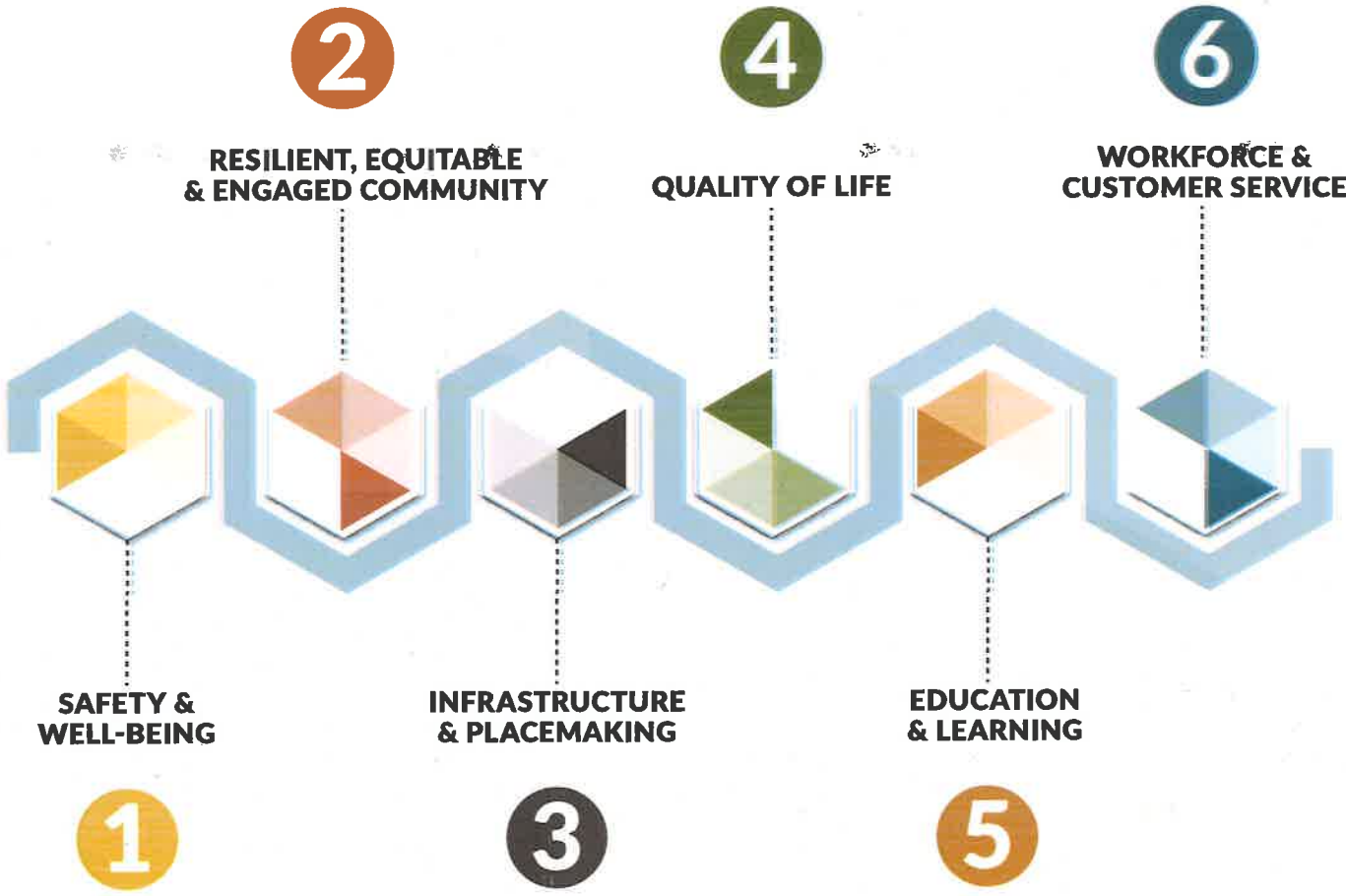
ALBEMARLE COUNTY'S FISCAL YEAR 24-28 STRATEGIC GOALS

The Board of Supervisors sets the policy direction for the future and local government staff implement it through their public service. These efforts are maximized through Board-staff collaboration, guided by the Board of Supervisors' Operating Guidelines for High Quality Governance (page 10) and the Pillars of High Performance (page 9). The following goals have been prioritized to realize the County's vision and to achieve the mission – to enhance the well-being and quality of life for all community members.

The six strategic goals encompass where Albemarle County Government will focus resources to achieve progress in service to our community. The largest expenditure in any local government is in people - our staff - who work daily to provide programs and services aligned to the first five goals.

In the graphic to the right, the blue color that represents workforce and customer service weaves around our goals because investing in our people will have valuable impacts in all of these areas.





HOW WE WILL GET THERE: GOALS & OBJECTIVES

1

SAFETY & WELL-BEING

Nurture a safe and healthy community.

- 1.1 Support community safety through highly responsive services.
- 1.2 Enhance and develop human services initiatives to assist community in accessing existing resources.
- 1.3 Develop County wide public safety long range plan to include emergency preparedness and response.



2

RESILIENT, EQUITABLE & ENGAGED COMMUNITY

Design programs and services that promote an equitable, engaged and climate-resilient community.

- 2.1 Develop tools for integrating climate action and equity into programs and services.
- 2.2 Implement the Climate Action Plan and the Biodiversity Action Plan.
- 2.3 Foster community partnerships and engagement around county priorities.
- 2.4 Implement stream health initiatives.
- 2.5 Identify and mitigate community risk while building, sustaining, and validating the community's capability to respond to and recover from disasters and other natural threats.

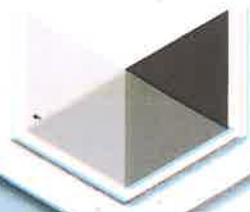


3

INFRASTRUCTURE & PLACEMAKING

Invest in infrastructure and amenities that create connection, opportunity, and well-being.

- 3.1 Deploy county-wide communications through broadband programming.
- 3.2 Ensure that long range water and wastewater plans are in alignment with our development goals by partnering with Rivanna Water Sewer Authority and the Albemarle County Service Authority.
- 3.3 Determine the level and extent of services necessary to create a public works department for enhanced maintenance of public rights of way and other infrastructure of public use.
- 3.4 Implement long-range plans to embrace multimodal connectivity.



4

QUALITY OF LIFE

Encourage a vibrant community with economic and recreational opportunities that serve all community members.

4.1 Develop AC44 Comprehensive Plan updates and Zoning modernization.

4.2 Update Project Enable to include County's role in Economic Development.

4.3 Implement Housing Albemarle.

4.4 Integrate parks planning with multi-modal transportation planning across the County.

4.5 Enhance overall access to parks and recreational opportunities with an emphasis on urban neighborhoods.



5

EDUCATION & LEARNING

Support exceptional educational opportunities.

5.1 Collaborate and provide support for the Albemarle County Public Schools Strategic Plan.

5.2 Foster partnerships with CATEC, PVCC and UVA to advance our workforce pipeline, economic development, and affordable housing goals.



6

WORKFORCE & CUSTOMER SERVICE

Recruit & retain engaged public servants who provide quality government services to advance our mission.

6.1 Implement a total compensation structure that makes us highly competitive compared to other employers.

6.2 Implement a comprehensive staff development and wellness program to retain highly qualified staff.

6.3 Modernize business processes and technology to transform customer service demands.

6.4 Implement office space planning and strategies with a focus on improved customer service, efficiency, and employee wellness.





2023/08/23 Preproposal Meeting Notes

General Comments:

1. The County referenced “Architect-Led”.
2. We are currently looking at the county facilities with a lens on meeting ADA and other accessibility requirements.
3. Walter clarified during the meeting that the language “Peer review” as noted in the RFP references a review by the County committee members as listed in the Pre-Proposal Conference Agenda.
4. Tyler explained “Grading” for the Proposals and Presentations – expanding on what is indicated in the RFP (3 = meets, 5 = exceeds, etc.) he expressed that we don’t expect many 5’s.
5. Tyler talked about the possibility of changes that may impact the way that we close out projects and Task Orders.
6. Steve discussed that there may be an overlap with some of our other smaller Term Contracts more explicitly concerning trade work and design. It was explained that this RFP is not meant to cancel or replace any of the existing Term Contracts currently in place.
7. We need to make sure AE firms that are submitting a proposal can help the County navigate through the processes of State and Federal forms and protocol. Help us to know what we currently don’t know.
8. All firms that submit a proposal for this RFP shall be aware of our Climate Action Plan and be consistent with the implementation of said plan. This should be incorporated into the AE’s proposal.
9. Blake expressed that one of the benefits of working with the County is that we pay quickly.
10. Blake identified that we want AE partners that “don’t mind putting their heads above the ceiling” – meaning paying attention to all the details by taking a ladder and looking above the ceiling grid for existing conditions that may or may not impact a project.

Questions from AEs:

11. **Do the AEs need to include Space Planning in the Proposals?**
 - a. Yes, all proposals shall include Space Planning per the RFP
12. **Do the AEs need to include Landscape Architectural Services in the Proposals?**
 - a. Yes, all proposals shall include Landscape Architect Services per the RFP
13. **Where will notifications come from concerning any additional Specific Proposal Instruction?**
 - a. Notification and Instruction will come through the County of Albemarle Purchasing Department. All updates to the solicitation will be posted to the [County Website](#).
14. **Are there any specific required forms associated with the RFP?**
 - a. Any and all required forms will be contained within the RFP Attachments.

- 15. Is there any specific presentation format the AEs need to abide by?**
- a. There is no specific format for the presentation.
- 16. Do the proposals need to include all Subconsultants?**
- a. Subconsultants need to be included in the proposal to the greatest extent possible but at a minimum per the RFP.
- 17. How do AEs add Subconsultants, once they have a Term Contract and are given a Task Order, or will they be limited to using only the Consultants on the proposal?**
- a. Per Purchasing, AEs may use additional approved Subconsultants as needed as long as their cost breakdowns and personnel rates do not exceed the original subconsultant's price included in the proposal. In the event, a specialty subconsultant is needed the Project Manager will negotiate the rates prior to approval.
- 18. What is 3rd party pricing – is that procured by the County or Consultant?**
- a. Third-party pricing refers to price estimating outside the capacity of the AE firm – otherwise Not self-performed work within the AE's contract.
- 19. Can the AE team use a subconsultant that is currently under Term Contract with the County?**
- a. Yes – there is no penalty for using a subconsultant that is currently under Term Contract with the County.
- 20. Do you currently have Roof Inspections Term Contracts?**
- a. Yes – but this RFP will give us the ability to expand our coverage for Task Orders concerning roof assessments, Design, and inspection services.
- 21. Will there be work under this Term Contract that may deal with Historical Renovations?**
- a. Yes – Currently we have projects being worked on that have significant Historical Renovation components.
- 22. Which AE firms have held this Term Contract in the past?**
- a. There are currently (4) firms under Term Contract –
 - i. Moseley Architects
 - ii. Quinn Evans
 - iii. RRMM Architects
 - iv. Crabtree Associates
- 23. Will economic Development be able to tap into this AE Term Contract?**
- a. Yes
- 24. Can you provide a list of upcoming projects?**
- a. Please see the link below for the County's [FY 24 Adopted Budget](#) which includes the anticipated projects and brief description of the projects.
- 25. Is there a maximum page limit?**
- a. No
- 26. I would like to confirm that you will accept our electronic copy through the Albemarle County Procurement website. And if we submit an electronic copy, we do not have send out a original or copy of the proposal.**
- a. As noted on the first page of the RFP, proposals should be submitted electronically by the stated due date and time, through the Albemarle County Procurement Intake Form on the Albemarle County Procurement Solicitations Page:
<https://www.albemarle.org/government/finance/procurement/solicitations>
If you submit electronically, you do not need to send a hard (paper) copy of the proposal.

27. On page 9, for the experience section it mentions that firms must submit five projects completed for other localities in Virginia. Can we list projects that are design complete? Or do you also want projects that are design complete and construction is completed.

- a. Project experiences can be design complete and construction completed, we prefer at least 3 are construction completed.

28. For the experience section, could we also list projects from neighboring states as well?

- a. Neighboring states are acceptable (Maryland, West Virginia, Virginia, Washington DC, North Carolina)