



Date: December 18, 2024

ADDENDUM NO: ONE

TO ALL OFFERORS:

REFERENCE: RFP No: 2025-RFP-3010720
Commodity: On Demand Sitework Services
RFP Closing On: January 7, 2025, 2:00 PM ET

1. Please see attached Addendum One, which includes the pre-proposal conference agenda with the list of attendees, 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 Tuesday, January 7, 2025. 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
Office of Procurement

Name of Firm

Signature/Title

Date

Printed Name



COUNTY OF ALBEMARLE

Department of Facilities & Environmental Services
Facilities Planning & Construction Division
401 McIntire Road, 4th Floor
Charlottesville, Virginia 22902-4596

Pre-Proposal Conference Agenda RFP # 2025-RFP-3010720

CONTRACT: On Demand Sitework Services

LOCATION: 401 McIntire Road, Charlottesville, VA 22902 – Room 241

DATE: Tuesday, December 10, 2024 @ 10:00 AM

1. INTRODUCTIONS and SIGN-IN

2. PROJECT PERSONNEL:

Albemarle Purchasing:

Vidhi Danak at vdanak@albemarle.org

County of Albemarle - Office of Procurement

401 McIntire Road

Charlottesville, Virginia 22902-4596

Albemarle Division Chief:

Blake Abplanalp at babplanalp@albemarle.org

/ Sponsor

County of Albemarle Facilities & Environmental Services

401 McIntire Road

Charlottesville, Virginia 22902-4596

- 3. CONTRACT SCOPE / PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to award one or more contracts to provide Excavating and Site Work Services for the County of Albemarle and Albemarle County Public Schools and/or other entities of the County of Albemarle (hereinafter referred to as "the County" or "Schools"). The contracts will be awarded as one all-encompassing contract for the services provided below.

Excavating and Site Work Services shall include several specific service types:

1. Excavation
2. Clearing, Grading, Leveling, and Stabilizing
3. Stream/Pond Restoration, Repairs and Maintenance Work
4. Stormwater Facilities and Drainage
5. Erosion and Sediment Control
6. Trail Building
7. Site Utilities
8. Cast-In-Place Concrete / Asphalt Pathways

4. SCHEDULE:

- RFP Documents Posting Date: 12/2/24
- Pre-Proposal Meeting: 12/10/24
- Questions Due to Purchasing by: 12/31/24
- Posting of Final Addenda: 1/2/25
- **Proposals Due: 1/7/25 at 2:00 PM**

5. PROPOSAL DOCUMENTS:

RFP documents are available at:

[On Demand Sitework Services | Solicitations | Albemarle County, VA](#)

Addenda (if any) – check the County Website (County will not send out)

6. BID REQUIREMENTS:

A. INSTRUCTIONS TO BIDDERS

1. Pre-Proposal Questions via email to Vidhi Danak at vdanak@albemarle.org no later than close of business on **Wednesday, 12/31/24**.

B. REQUIREMENTS:

1. Information as required in **Section B that starts on Page 7**
2. Attachment A – Pricing Schedule
3. Attachment B - Offeror Data Sheet
4. Attachment C - State Corporation Commission & Registered Agent Form
5. Attachment D - Certificate of No Collusion
6. Attachment E – Certification of Crimes Against Children and Acts of Moral Turpitude
7. Attachment F – Insurance Requirements (agreed if proposal is submitted)
8. Attachment G – Proprietary/Confidential Information Identification Sheet
9. Attachment H – Sample Contract
10. Attachment I - Construction Contract General Conditions

C. PROPOSAL RECEIPT:

1. Clearly Marked
2. Confirmation of Bid Location:
 - **Purchasing Office, Albemarle County Office Building, Room 248**
401 McIntire Road, Charlottesville, VA 22902

- **OR** -

- A secure lock box will be available on the exterior of the County Office Building, at the front Visitors Entrance, and will be labeled Vendor/Contractor Bids or Proposals Only. Bids shall be placed in this box, prior to the established due date and time for each solicitation. It is the Offeror's responsibility to ensure that bids are received prior to the established bid due date and time.
- Quotes and associated forms can be submitted through the Albemarle County Procurement Intake Form on the Albemarle County Procurement Solicitations page [New Submission](#). **No Email.**

3. Date and Time:

- a. Proposals to be received by **2:00 pm on Tuesday, January 7, 2025**
- b. Proposals Will Not be Opened and Read Aloud
- c. **NOTE: No proposals will be accepted after 2:00 pm on Tuesday, January 7, 2025.**
- d. Proposals may NOT be faxed.

4. If the County of Albemarle is closed for business at the time scheduled for bid opening due to weather or other unforeseen circumstances then sealed bids will be accepted on the next scheduled business day, at the originally scheduled time.

7. CONTRACT DOCUMENTS:

- A. RFP and attachments, General Terms and Conditions at [On Demand Sitework Services | Solicitations | Albemarle County, VA](#)
- B. Addenda (if issued)

8. JOBSITE SAFETY AND PROTECTION:

- A. OSHA /VOSH regulations

9. PRE-PROPOSAL- QUESTIONS: to Vidhi Danak at vdanak@albemarle.org

10. PAGE 4 – Project Quote Expectations – referring to procedure once you are under contract.

11. EVALUATION /AWARD CRITERIA:

VII. EVALUATION AND AWARD CRITERIA:

This section is in two parts. The first part, "Evaluation Criteria," explains how the proposals will be evaluated. The second part is the "Award of Contract" clause that states how the award will be made.

- A. EVALUATION CRITERIA: Proposals shall be evaluated by the County of Albemarle using the following criteria:

	<u>Criteria</u>	<u>Point Value</u>
1	Specific plans or methodology to be used to perform the services. The ability, capacity, and skill of the vendor to perform the work described herein in a manner consistent with County goals and standards. See VI.B – Section 1	30
2	Qualifications and experience of offerors staff to be assigned to perform the services. The ability, experience, and continuity of the proposed staff, and sub-contractors to be assigned to the project including the capability of the required staff, and subcontractors to perform the services needed within the timeframe designated. See VI. B – Section 2	40
3	List of Contractor Owned Equipment	10
4	References	20
	Total	100

12. CONTRACT AWARD:

- Minimum of two contractors will be selected
- Each selected contractor will receive two contracts – one from Local Government, and one from Albemarle County School Board
- In the event of multiple awards, the contractor best suited to the specific project (based on service type) or the contractor who is available and able to meet the schedule will be hired for the project. The intent is to rotate work so that all contractors receive work, unless a poor evaluation affects distribution of work (see Section V. Statement of Needs). A Purchase Order will be issued for each specific project. The County at its sole discretion reserves the right to select Contractor in the best interest of the County based on price, availability, or specialized experience or expertise required for the specific project.
- Period of one-year with the option of four 1-year renewals
- Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the County. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.

13. SPECIFIC PROPOSAL INSTRUCTIONS:

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

Section 1 – Methodology/Specific Plan: Provide a description/narrative showing understanding of the needs as detailed in V. Statement of Needs and your approach and methodology for different types of projects. Identify the self-performed, and the sub-contracted scope of work. Describe your mobilization strategy and plan to respond to the County/School Board's request for quotes. Describe your experience in use of innovative technology, for example – technology to address safety concerns, drones/equipment for surveying, etc.

Section 2 – Experience: A written narrative statement to include:

- Experience in providing the services described herein, including any relevant experience with local government and school projects.
- Qualifications: Narrative or outline stating the staff and the Company
 - Company History: Number of years in business, license number
 - Staffing: Provide the names, qualifications, degrees, certifications, experience and licenses of key employees, contractors, and sub-contractors to be assigned to the project. Provide the length (time and number of projects) of relationship the vendor has with the proposed employees, contractors, and subcontractors. Include resumes of staff to be assigned to this solicitation.
 - Certifications: license type, OSHA certified staff, subcontractors, i.e. deep trench work, confined space certification, etc. For example: Trail Building: Professional Trail Builders Association (PTBA)
 - References: Provide at least four references for which work of a similar nature to that described herein was performed within the past three years. The reference should include the name, title, address, phone number, and email for the person on the owner's team that are most intimate with the details of the project being referenced. See Attachment B - Offeror Data Sheet.
 - Vendor to provide a project list with references on the Vendor Data Sheet, at a minimum of 2 of each type of service (Items 1 through 8) in Section I – Purpose
 - Vendor is encouraged to provide additional projects with references on a separate sheet, as deemed appropriate by Vendor. The extra sheet of references might address abilities in more than one type of service.
 - Include Examples of work by:
 - Project name and location
 - Type and unusual components (emergency? Deep trench?)
 - Contracting agent (locality or private developer, owner) Contact information for personnel involved with the project.
 - If subcontractors will perform a portion of the work on this contract, please provide the names of the subcontractors and the same qualifications information as requested in this Section.

Section 3 – Additional Information: This section is to be used to provide the following information. In addition, you may add any other relevant information to this section.

- Provide nonbinding estimates of price for services (See Attachment A – Pricing Schedule)

- Describe any planned use of small businesses and businesses owned by women and minorities and service-disabled veterans in fulfilling this contract.

- Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.

- Attachment C – State Corporation Commission Form – Pursuant to Virginia Code § 2.2-4311.2(B), a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

- Attachment D – Certification of No Collusion
- Attachment E – Certification of Crimes Against Children and Acts of Moral Turpitude
- Attachment F – Insurance Requirements
- Attachment G – Proprietary/Confidential Information Identification – See VI. A. 2, above

Questions and Answers

Question:

Can we add sub-contractors to the contract after the contract is signed?

Answer:

Yes. Please list all your sub-contractors and their rates in your response to this RFP. If a sub-contractor needs to be added to the contract after the contract is signed, and during an active contract term, please reach out to the Office of Procurement with the sub-contractor details. Procurement will review the request, and if approved, a contract modification will be processed to add the proposed sub-contractor to the contract. The proposed sub-contractor's scope of work should be aligned with the scope and intent of this RFP.



COUNTY OF ALBEMARLE

PRE-PROPOSAL CONFERENCE – ON DEMAND SITEWORK SERVICES

Contract: RFP # 2025-RFP-3010720

Location: County Office Building, Room 241

Date: December 10, 2024 – 10:00 AM

Name:	Blake Abplanalp
Organization:	County of Albemarle
Phone No.:	434-872-4501, Ext. 3244
E-Mail:	babplanalp@albemarle.org

Name:	PHIL REYNOLDS
Organization:	REYNOLDS CONTRACTING
Phone No.:	434-981-8925
E-Mail:	PHIL@REYNOLDSCONTRACTINGVA.COM

Name:	Ryan Schray
Organization:	Finley Asphalt
Phone No.:	804-774-6511
E-Mail:	ryan@ finley finleyasphalt.com

Name:	Vidhi Danak
Organization:	County of Albemarle
Phone No.:	
E-Mail:	vdanak@albemarle.org.

Name:	
Organization:	
Phone No.:	
E-Mail:	

Name:	Matt Zubey
Organization:	Harbor Dredge & Dock
Phone No.:	804-543-1814
E-Mail:	MZubey@harbordredge.com

Name:	
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