



# COUNTY OF FLUVANNA

*"Responsive & Responsible Government"*

132 Main Street  
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## ADDENDUM NO. 3 TO ALL BIDDERS:

Reference – Request for Proposal: RFP # 2024-01

Commodity: Historic Court House Professional Services

Dated: November 1, 2023

For Delivery to: 132 Main Street

P.O. Box 540

Palmyra, VA 22963-4179

Bid Due: November 17, 2023, by 2:00 PM

This Addendum 2 is prepared and posted in response to vendor questions received as of October 24, 2023 at 10:00 AM.

### Response to Questions:

1. Does an Offeror/Firm need to provide all services listed in the RFP scope or can we submit on individual disciplines?  
**In accordance with Section 4.6 of the Request for Proposals, Offerors are able to subcontract work, but the names of all subconsultants must be provided in the proposal.**
2. Is this a single award contract?  
**The County plans to award a contract for Architectural and Engineering services to one firm that can meet all the requirements of the Requests for Proposal.**
3. Regarding section 4.8
  - a. 1st part – The RFP requests Offerors to “describe the local office experience.” How many projects should Offerors include for this part?  
**Offerors should include at least three (3) projects.**
  - b. 2nd part – The RFP requests Offerors to “include a description of every project it has worked on in the last two (2) years for the Commonwealth of Virginia (including any department or agency thereof).” Please confirm that this does not include work for Virginia public universities or local government.  
**Offerors should include all projects for Virginia public universities and Virginia local governments that the Offeror has worked on in the last two (2) years.**
  - i. To manage the overall size of the response, will Offerors be penalized for providing a list of key relevant projects, e.g., historic projects, courthouses, etc. ?  
**The response should also include the project name and location, brief description of the project, description of the scope of services provided, and principal contact person.**
  - ii. Please clarify if it would be better to only include projects most relevant to this RFP. If you want a list of all projects, this would be hundreds of descriptions. Additionally, please clarify the level of description you would like in 4.8.  
**The response should include relevant projects that have similar services and especially services for buildings of comparable historical significance, age,**

**fragility, and complexity. The response should include a brief description of the project and description of the scope of services provided.**

4. Section 4.11.4 – Asks for a minimum of 4 references. Are these references supposed to be different from the ones included in both parts of 4.8?

**The references can be from construction managers and internal project managers from projects referenced in Section 4.8.**

Sincerely

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**Steven McVey**  
**Fluvanna County Procurement Officer**