

ADDENDUM NO. 2 TO ALL BIDDERS:

Reference – Request for Proposals: RFP # 2024-11
Services: Architectural/Engineering Services for
New Administration & Social Services Buildings and
Renovation of Existing Administration and Social Services
Buildings
Dated: November 1, 2024
For Delivery to: 132 Main Street
P.O. Box 540
Palmyra, VA 22963-4179
Proposals Due: November 8, 2024

This Addendum 2 is prepared and posted in response to vendor questions received as of October 25, 2024 at 5:00 PM.

1. Can you provide the Pre-Proposal meeting sign-in sheet?

The sign-in sheet is attached hereto.

2. Can you describe any special requirements for Audio/Visual and Information Technology that needs to be included (example: for large meeting/conference rooms, Board of Supervisors)? Will the A/E team need to provide a consultant to provide those design services or does the County work with its own vendor?

The meeting room for the Board of Supervisors will have fixed cameras, microphones, individual monitors, audience monitors, and other standard audio/visual equipment. The conference rooms will have connectivity for temporary equipment for audio/visual needs.

The A/E will provide the consultant for those design services.

3. Will the renovated existing County Administration Building include a Security check-in Station at the entrance? Will the building include any other security upgrades such as ballistic-rated windows?

The existing County Administration Building will not include a security check-in station at the entrance. The general public will use the existing County Courthouse entrance.

The existing County Administration Building will include an electronic access control system. Ballistic rated windows are not required.

4. Can you provide the original site plan that includes the roads and topography of the Government Complex at Commons Blvd.?

All site plans are attached hereto.

5. Can you provide a floor plan of the existing Courthouse? Do you have a site plan showing the Courthouse and existing County Administration Building?

All floor plans and site plans are attached hereto.

6. In section 4.b.8 Client References, it is stated, “All client customers in the State of Virginia must be provided, regardless of circumstances.” Could you please clarify if the County wants a record of every client the firm has ever had in Virginia? Is this in addition to the 4 client references?

The proposal should include all Virginia clients for similar projects.

This is in addition to the 4 client references.

7. What is your team’s preference on pricing approach for this RFP?

The County will issue separate project agreements for the space study, pre-bid design, bid administration and construction administration. There will be one project agreement which will include the design of the two new buildings and two renovated buildings. The proposal should include a rough order of magnitude for design series for all 4 buildings.

8. On page 6, item 8 lists the need for offerors to provide four client references. Given that we are completing the county’s Vendor Data Sheet, which also requires four references, can that form serve to comply with the page 6, item 8 requirement?

Yes.

9. I see the contract term is for one year. Is the design schedule for all buildings expected to be the same?

Section 5(J) is hereby amended to state as follows:

Contract Term – Any contract awarded hereunder shall be for a one-year initial term, with four (4) additional option years to be exercised in the sole discretion of the County.

The project schedule is estimated to exceed one year for pre-bid design, bid administration and construction administration services. The space study and program of spaces will be completed in the first year.

10. Does the county have any additional images/documents that showcase the existing buildings or is the building study the only information available at this time?

All site plans and floor plans are attached hereto.

Name of Firm

Signature/Title

Date