



**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

REQUEST FOR PROPOSALS NO. 24-DPR-RFP-632

ADDENDUM NO. 1

Arlington County's Request for Proposals No. 24-DPR-RFP-632 for On-Call Comprehensive Park Planning Consultant Services is amended as follows:

1. Reference Section V. PROPOSAL REQUIREMENTS, 7. PROPOSAL SUBMITTAL ELEMENTS, D. OFFEROR'S QUALIFICATIONS AND EXPERIENCE, is hereby changed to correct a) ii) as follows:

D. OFFEROR'S QUALIFICATIONS AND EXPERIENCE (40 Points) <<Page Limit: 1 page (text), 1 graphic page per project>>

The Offeror must have extensive experience in comprehensive park planning and analysis, park master planning and conceptual design, geospatial analysis and mapping, implementing equitable public engagement strategies, and knowledge of innovative planning and design trends and best practices. The Offeror must have verifiable experience and knowledge of local, state, and federal policies, plans, standards, and regulations.

The Offeror shall describe its qualifications and experience to perform the work described in this Request for Proposal by demonstrating representative projects using the following format.

- a) Provide a minimum of five relevant, comprehensive park planning projects that were conducted within the last ten years from the issuance date of this RFP. Referenced projects shall demonstrate the Contractor's applicable skills and experience to perform the work described above successfully and as required under the scope of solicitation. The listing of completed projects shall include the following:
 - i) Describe the scope of the project and elaborate on the type of services the firm provided (i.e., Comprehensive Park Planning, Park Needs Assessment, Park Master Planning, Conceptual Design Services, Community Engagement, etc.). If other firms were involved, describe their roles.
 - ii) **Note which categories from sub-sections b through f below, if any, each project is being submitted to satisfy.**
 - iii) Provide execution time (contract/actual); cost (estimated/actual) and an explanation for any variances.
 - iv) Describe any challenges encountered during project duration and describe how your firm overcame such challenges.
 - v) Describe the public engagement strategies employed to obtain community buy-in and support for a specific project.
 - vi) Provide each client's contact information, including name, organization, telephone number, email address, and copies of any awards or commendations received for the

- referenced projects.
- vii) Provide links to and/or graphic work samples such as illustrative renderings and/or photographs of the completed work.
 - b) Of the five projects described above, at least one project shall demonstrate the Offeror's prior experience in comprehensive park planning and needs assessment.
 - c) Of the five total projects described above, at least one shall demonstrate the Offeror's prior experience developing park master plans and conceptual park/public space designs.
 - d) Of the five total projects described above, at least one shall demonstrate the Offeror's prior experience conducting statistically valid needs assessment surveys.
 - e) Of the five total projects described above, at least one project shall demonstrate the Offeror's prior experience in geospatial analysis and mapping.
 - f) Of the five total projects described above, at least one project shall demonstrate the Offeror's prior experience in developing, designing, and executing public outreach and engagement approaches.
 - g) Provide contact information for three local jurisdictions for which your firm has provided comprehensive park planning services in the past ten years. At a minimum, provide the following information:
 - i) Name of an individual from that jurisdiction who can provide information regarding the quality of services offered by your firm.
 - ii) Contact person's current email address and phone number.

The following clarifications are made as a result of vendor inquiries:

1. For Proposal Submittal Element D. Offerer's Qualifications and Experience, could you clarify which categories item a) ii) is referencing? It appears to possibly correspond to items b through f rather than a) ii through vii. Thank you.

County's Response: See above in Addendum No. 1 for correction.

2. For Section E. Experience of the Project Team, does the 2-page limit for the summary include all items in subsection 3 (minus subcontractor resumes)?

County's Response: Section E. Experience of the Project Team: The 2-page limit is for a summary of the entire team. The 1-page limit could be used to include a profile of each team (including each subcontractor) and a 1-page resume per each staff.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomoka D. Price, VCO, VCA
Procurement Officer
tprice@arlingtonva.us

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:
OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

**Non-Mandatory Preproposal Conference held May 9, 2024, at 9:30 AM
for
24-DPR-RFP-632, On-Call Comprehensive Park Planning Consultant Services
via Microsoft Teams**

- Started @ 9:00 am.
- Twenty-two (22) vendors and three (3) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees.
- Tomeka Price, Procurement Officer, reviewed RFP **24-DPR-RFP-632** with emphasis on requirements and submission deadlines.
 - Oral representations made at the preproposal conference are not binding upon the County.
 - All Communications during the process must go through the Purchasing Office.
 - Any questions regarding the Scope of Services/Solicitation/Insurance Requirements must be submitted via Vendor Registry for a formal response by the due date.
 - SCC Registration is required for award but not for submission to the RFP.
 - Arlington County Business License may be required for award but not for submission to the RFP.
 - *Important Dates:*

QUESTION DEADLINE
PROPOSALS DUE

MAY 16, 2024 at 5:00 p.m.
MAY 30, 2024 at 1:00 p.m.

- Tomeka turned over the meeting to the Project Officer for an overview of the Scope of Services. Project Officer explained the project and highlighted the work to be done.
 - The Contractor shall provide comprehensive planning and conceptual design services for park master planning, park needs assessment, geospatial analysis, planning studies, and other services as determined by Arlington County staff on an as-needed basis for one (1) initial year with an option for up to three (3) additional one-year renewal periods.
- Once the overview was completed, Tomeka reiterated the Question deadline date and the Proposal due date.
- Meeting was adjourned.

Offerors in attendance:

1. A. Morton Thomas - Tongson, JoAnn Trach jttongson@amtengineering.com (800) 881-2545
2. KCI Technologies, Inc. - Charles Kenny Charles.Kenny@kci.com (410) 989-3959
3. Cowen Design Group - Navid Roshan nroshan@cowendesigngroup.com (703) 528-4424 & (571) 201-6552
4. Timmons Group - David Abbott David.Abbott@timmons.com (804) 200-6511
5. Stantec Consulting Services, Inc. - Guskys Kemer, Sarah or Jason Beske Sarah.GuskysKemer@stantec.com or Jason.beske@stantec.com (207) 887-3489 or (571) 271-3206
6. Cowen Design Group - Alisa Cowen acowen@cowendesigngroup.com (703) 477-5205
7. Kimley-Horn of DC - Aimone, Keith Keith.Aimone@kimley-hornDC.com (202) 971-8234
8. Wetlands Studies and Solutions - Scott Diffenderfer SDiffenderfer@wetlands.com (703) 679-5608
9. KCI Technologies, Inc. - Rick Hoehn Richard.Hoehn@kci.com (410) 527-4411
10. Kimley-Horn - Kuhn, Nick Nick.Kuhn@kimley-horn.com (314) 706-3104
11. Lynn Knight lknight@mimarch.net (410) 944-4900
12. RHI - Megan Mansell MeganM@rhiplaces.com
13. Gordon - Zoha Memari zmemari@gordon.us.com (703) 263-1900
14. J2 - Adam Rogers arogers@j2atwork.com
15. RHI - Derrick Wolbaum DerrickW@rhiplaces.com (703) 683-7447
16. CHA Consulting - Barlow, David DBarlow@chasolutions.com (804) 412-8501
17. Lose Design - Loren Helgason lhelgason@lose.design (703) 927-2430
18. Savina Romanos (917) 748-2663
19. LSG Landscape Architecture - Amol Deshpande adeshpande@lsginc.com (703) 489-8008
20. HDR Inc. - Perry, Thomas Thomas.Perry@hdrinc.com (202) 403-4822
21. LSG Landscape Architecture – Connie Fan cfan@lsginc.com (703) 300-3084
22. J2 – Lauren Nunley lnunley@j2atwork.com (703) 361-1550 xt. 228