

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

REQUEST FOR PROPOSALS NO. 23-DPR-RFP-423

ADDENDUM NO. 1

Arlington County Request for Proposals No. 23-DPR-RFP-423 for Gateway Park Master Plan Development is amended as follows:

ELECTRONIC SEALED PROPOSALS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY, UNTIL 5:00 P.M. ON THURSDAY, MARCH 23, 2023

QUESTIONS REGARDING ADDENDUM 1 MUST BE SUBMITTED BY FRIDAY, MARCH 10, 2023, AT 5:00 P.M. EASTERN TIME TO BE CONSIDERED FOR ADDENDUM. ALL QUESTIONS RECEIVED BY THE QUESTION DEADLINE WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL OFFERORS. THE SYSTEM WILL NOT ACCEPT ANY QUESTIONS AFTER THIS DATE AND TIME.

Arlington County Request for Proposals No. 23-DPR-RFP-423 for Gateway Park Master Plan Development received the following questions:

1. Please confirm "date of completion" header listed in schedule matrix actually refers to "timeframe" for each phase. (this was confusing as all the weeks overlap...)
 - a. Yes, this is correct. It is the general amount of time we anticipate this portion of the project to take.
2. Is a permanent stage for events required to be incorporated into the park?
 - a. There are no preconceived amenities envisioned for this site. These future amenities/programs/etc. Will be determined during the Park Master Planning process.
3. Is future use for the Marriott property under development and information available to the team?
 - a. This is a project for a hotel. Additional information will be provided during the existing conditions phase of the project.
4. On page 43 permitted park premises, includes reference to the Park Bridge. Would you clarify that the Park Bridge referenced is the one connecting the two halves of the park over Ft. Meyer Drive and is not referencing pedestrian bridges over Langston Blvd/ Lee Highway E/W?
 - a. The condition language in Exhibit C is referring to the entire park as a "park bridge" over I-66.
5. Please confirm that the Cost Proposal may be included in the same PDF of the rest of the proposal.
 - a. Yes that is acceptable

6. Is item "j" under Section 4. Offeror's Qualifications requesting additional references outside of the five (5) project examples? If so, may there be overlap in the references used?
 - a. We believe this is mistakenly requesting "j" and is referring to "g." Section 4, g should be removed. This is redundant with section 4, a, vi.
7. May project examples include projects with ongoing construction?
 - a. Yes, but make sure that they are clear that the construction has not been completed.
8. For Section 4. Offeror's Qualifications, may Offerors combine text and graphics to span two (2) pages?
 - a. Yes
9. Food kiosks are included in the goals on page 10. Does the County have standard food kiosks or is the team to design custom food kiosks? Is the team to incorporate pre-fabricated kiosks, if desired?
 - a. There are no standard kiosk designs that the County uses. The design of the kiosks will be determined during the Park Master Planning process.
10. Food kiosks are included in the goals on page 10. Does the County have standard food kiosks or is the team to design custom food kiosks? Is the team to incorporate pre-fabricated kiosks, if desired?
 - a. See questions 9
11. Are restroom facilities anticipated for this project?
 - a. Yes
12. Have the locations for possible public art been determined? Is the team to provide an artist/art recommendations for the project or will the County select their own?
 - a. There are several pieces of public art that exist on site that will remain. No additional determinations have been made for future public art. If additional public art is deemed necessary through the Park Master Planning process, an artist would be selected through a separate County process.
13. Are concrete ramp structures to be removed across the street from the park and included within limits of this park project?
 - a. Whether or not the concrete ramp structures are to be removed will be determined during the park master planning process. They are include within the limits of the park project.
14. Who are the stakeholders and can we contact them?
 - a. The stakeholders include a variety of local organizations and anyone who uses or could use the space. No contact should be made with stakeholders before award of the contract.
15. Is there a maximum page count for the whole document (beyond the page counts for each section)?
 - a. No
16. Please clarify or define the roles listed in the RPF, including Offeror, Contractor, and Project Manager.
 - a. Offeror and contractor are uses interchangeably throughout the document. The project manager refers to the County PM. In this case, it would be Max Ewart.

17. Is Attachment A the same as the "Fee Worksheet" listed on p22? If not, is there another format or spreadsheet that we should be submitting? 2. For Attachment A, our assumption is that we are only filling out fees for "Soft Costs" (1-8) - is this assumption correct? Are we only filling out the two sections under "Design Phase" as construction is not included in the scope of work for this contract? 3. Should the list 1-8 under "Soft Cost - Project Status of Milestone" be revised to reflect the tasks listed under p15-16? 4. Is there a need to reflect costs by discipline or should the fee be shown as the entire project team by phase per task? 5. Is the \$500,000 listed in "Requested/Original Approved Budget" the project budget? 6. To confirm, under "Executed Forms" on p18, is the "Contractor Compliance with County COVID-19 Vaccination Policy Certification" meant to be a written statement confirming that our office complies with the description at the top of p29? 7. Under "4. Offeror's Qualifications and Experience" and the page constraints listed - is it required for one page to be entirely text and one page entirely graphics, or is there flexibility in mixing text and graphics as long as the materials per project fit on 2 pages?
- Q1 - Q5: Yes. However, attachment A should be replaced as an addendum.
 - Q6: No, this simply stands as a notification of the Arlington County policy
 - Q7: There is flexibility to mix text and graphics.
18. If the client for our park project is not a jurisdictional entity may we provide the client's information in lieu of the local jurisdiction? (i.e. nonprofit, friends group, developer)
- Yes.
19. What is the estimated construction budget for the Gateway Park redesign? The County does not disclose its budget information.
20. 10. Can you clarify at what project milestones are you requiring cost estimates, including any Draft and Final submissions.
- A cost estimate shall be provided during the during the Park Master Plan milestone in phase II (See Section 2.b.viii(3) (page 13)). If revisions are necessary in phase III or IV, a revised cost estimate shall be provided prior to Board approval.
21. 9. What is the "Fee Worksheet" mentioned under the cost proposal? Can you provide a template or describe what is to be included?
- See revised Exhibit A
22. 8. (RFP P22) Regarding the Cost Proposal, Attachment A appears to be a cost control document. Is this the form we are to use for the fee proposal? a. If yes, are we to edit the milestones in Column C to match the (6) Tasks listed under Scope of Services (RFP P11-14), or is there another breakdown of tasks? b. If yes, are we to list the corresponding fees in Column D, under Original Budget? c. Rather than the subconsultant changing the form, could you provide a revised Cost Proposal that is edited to correspond to the tasks specific to this proposal and highlight the items to be filled out?
- The revised exhibit A will provide clarity to these questions.
23. 7. (RFP P22) Task 5, c) – Regarding proposed subcontractors, information (i-v) – are you restricting all 5 items to be incorporated into their 1 page resume?
- No, there is a 2-page limit per consultant for the information requested and 1-page limit for each resume.

24. 6. (RFP P22) Submittal Element 5), b), iii) – Is it acceptable for a principal on the team to be a Virginia Registered Landscape Architect and not the project manager?
 - a. Yes
25. 5. (RFP P21) Submittal Element 5), a), vii) – For Park Master Plan and Design Guidelines, what permitting procedures experience are you interested in confirming?
 - a. Shall demonstrate experience obtaining permits for similar park projects.
26. 4. (RFP P14) Task 6) – will the 3 working meetings with DES staff be in-person or video conference?
 - a. Teams video conference
27. (RFP P14) Task 5), a), iii) – will the 10 working meetings with DPR be in-person or video conference?
 - a. There will likely be a mixture of mediums used to meet. The majority will likely be Teams, though, there will be in person site visits as well.
28. (RFP P11-14) Task 2 – Community Visioning, will the County lead the outreach effort for identifying relevant stakeholders as well as organize/ set up the meetings with stakeholders, or will an Outreach Specialist be required?
 - a. An outreach specialist is not required. The contractor and County staff would coordinate to complete community outreach. The County would handle logistics and advertising of community outreach.
29. (RFP P11) Task 1 states that the contractor is to review soil testing results, provided by the County, we are trying to better understand the scope for this item and what expertise are required.
 - a. Where are the soils being tested – imported fill on the deck OR ground soil in the areas adjacent to / below the deck? b. What kind of soil testing is being performed / and what scope should the consultant assume is required to review the testing?
 - i. Horticultural Testing – reuse of soils for planting? ii. Environmental Testing – remediation, are there areas of concern environmentally in the soils or groundwater? iii. Structural Testing – the weight of the existing soils over the deck? iv. Structural Testing – the capacity of the soils below the deck to support structure? v. Other?
 - a. Imported fill on the deck would be tested.
 - b. Horticultural testing and structural testing would be required to be reviewed. There is no indication that Environmental remediation would be necessary.
30. Gateway Park RFP 1. Page 18, #3 -The RFP indicates “1 page per item.” What is an “item”...a, b, c, d, etc.? assuming this and want to confirm. 2. Page 19, #4 – The RFP indicates for page limits-“1 page text, 1 graphic page, 1 construction document page”. Can text and graphics be formatted across two pages or is desire to keep as distinct pages-one for text and one for graphics? 3. In pre-bid meeting, it was shared as a response related to relevant projects that any work that displays park master planning, design process, anything in the life cycle of the park is acceptable. Can the relevant example be used to emphasize a particular aspect (say park master planning) if the master plan has yet to be constructed? Or do all relevant examples need to show master planning through construction? 4. In pre-bid meeting, it was asked if construction document examples can be from multiple projects and the answer was “yes”. Please clarify: does each relevant project need to have a construction document example from that project (which is what the RFP seems to require)? Or, if one of the relevant

projects was just for a master plan (assuming that is allowable from the question above), can we submit a construction document from another relevant project? 5. The RFP indicates for Relevant Projects: "Five relevant parks and recreation projects....". Do the projects need to be public projects (public park with a public client) or can they be private but relevant projects (private land/facilities but open to the public with a private client)?

- a. Q1: Yes
- b. Q2: These can be combined
- c. Q3: Yes, these documents can show pre-constructed documents. Please clarify that these projects are still awaiting construction.
- d. Q4: In this case, please provide a full-size graphic example from the master plan.
- e. Q5: They can be private

31. (RFP P11) Task 1 states that the contractor is to review soil testing results, provided by the County, we are trying to better understand the scope for this item and what expertise are required. a. Where are the soils being tested – imported fill on the deck OR ground soil in the areas adjacent to / below the deck? b. What kind of soil testing is being performed / and what scope should the consultant assume is required to review the testing? i. Horticultural Testing – reuse of soils for planting? ii. Environmental Testing – remediation, are there areas of concern environmentally in the soils or groundwater? iii. Structural Testing – the weight of the existing soils over the deck? iv. Structural Testing – the capacity of the soils below the deck to support structure? v. Other? 2. (RFP P11-14) Task 2 – Community Visioning, will the County lead the outreach effort for identifying relevant stakeholders as well as organize/ set up the meetings with stakeholders, or will an Outreach Specialist be required? 3. (RFP P14) Task 5), a), iii) – will the 10 working meetings with DPR be in-person or video conference? 4. (RFP P14) Task 6) – will the 3 working meetings with DES staff be in-person or video conference? 5. (RFP P21) Submittal Element 5), a), vii) – For Park Master Plan and Design Guidelines, what permitting procedures experience are you interested in confirming? 6. (RFP P22) Submittal Element 5), b), iii) – Is it acceptable for a principal on the team to be a Virginia Registered Landscape Architect and not the project manager? 7. (RFP P22) Task 5, c) – Regarding proposed subcontractors, information (i-v) – are you restricting all 5 items to be incorporated into their 1 page resume? 8. (RFP P22) Regarding the Cost Proposal, Attachment A appears to be a cost control document. Is this the form we are to use for the fee proposal? a. If yes, are we to edit the milestones in Column C to match the (6) Tasks listed under Scope of Services (RFP P11-14), or is there another breakdown of tasks? b. If yes, are we to list the corresponding fees in Column D, under Original Budget? c. Rather than the subconsultant changing the form, could you provide a revised Cost Proposal that is edited to correspond to the tasks specific to this proposal and highlight the items to be filled out? 9. What is the "Fee Worksheet" mentioned under the cost proposal? Can you provide a template or describe what is to be included? 10. Can you clarify at what project milestones are you requiring cost estimates, including any Draft and Final submissions.
- a. These are duplicate questions, see previous answers.
32. Cost Estimates: How many are the County requiring? From the RFP, it appeared that the County wants one estimate of the preferred concept. However, it also seems like the County

may want an estimate for each of the concepts that are developed for the selection of the preferred. Can you please clarify?

- a. There will be one cost estimate that may need to be revised. See question 20 for more detail.
33. Per the RFP, the County is requesting a Cost Proposal (page 22) but based on DILLON RULE under Virginia State Procurement law per VPPA 2.2-4302.2, Virginia governmental agencies are not permitted to request fee proposals during the RFP stage. Can you please verify what the County is requesting?
- a. Please refer to the language in the solicitation
34. Can you confirm that construction documents (which are very detailed and will likely not be legible on a small 8.5x11 page) are able to be uploaded separately and are able to be separate from the main submission document? Also, can you please confirm that the limit is 1 construction document per project?
- a. Construction documents should be submitted as full sized PDFs. The PDF can be full sized within the main document. Yes, one sample page of the construction documents per project.
35. Can you please clarify the page limits for Section 3: Project Approach and Understanding of Scope? It states 1 page per item. What constitutes an item? Is it each lettered item, or each line item (including roman numeral sub-bullets)? Additionally, is there an overall page limit for the submission in total?
- a. Yes, each lettered item is an item. There is no overall page limit
36. On page 22 of the RFP (Item 5.b.iii) it states that "The contractor's project manager should be a Virginia Registered Landscape Architect". Is the Principal-In-Charge being a Virginia Registered Landscape Architect able to satisfy this requirement in lieu of the Project Manager?
- a. Yes

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Lucas Alexander
Procurement Officer
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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____