

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

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

ADDENDUM NO. 2

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 WEDNESDAY, MARCH 29, 2023

DELETE PARAGRAPH 8. REIMBUSRSABLE EXPENSES IN ITS ENTIRETY

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

1. On pg. 25, the RFP notes that expenses will not be reimbursed (8.), but that travel-related expenses will be reimbursed for pre-approved expenses (9.). Please clarify - are the travel-related expenses for firms located outside the greater Baltimore-Washington Metropolitan Area an exception?
 - a. Paragraph 8 has been removed, please refer to paragraph 9 for all travel related reimbursement language. On-site visits will be required as part of the Park Master Plan process. Please note in the cost estimate sheet if these would require travel expenses.
2. The Proposal Form asks whether "the Offeror is authorized to transact business in the Commonwealth of Virginia", and requests the "Identification No. Issued to the Entity by the SCC" - is this authorization required by the time the RFP is submitted or can the authorization be obtained after award of contract?
 - a. We cannot award the contract to a firm that has not completed SCC registration, but will not reject a proposal if the registration has not been finalized at the time of submittal
3. VI. Contract Terms and Conditions mentions Exhibit B multiple times throughout (pages 23, 24, and 25) but we are unable to find it in the RFP document or the Vendor Registry – can you provide the document for reference?
 - a. Exhibit B will be the Contractor provided and negotiated cost proposal
4. Should sub-consultants' fees be submitted broken down by Phase?
 - a. If you are able to break it out by phase you are welcome to, however, you are not required to do this for the cost estimate.
5. In Attachment A. do we need to include hourly rates for all subconsultants or just for the Offeror?
 - a. Please include all hourly rates for Subcontractors
6. Please elaborate on what you mean by “workflow diagram” on page 19 (section 3.a.ii) - how is this different from the proposed project schedule (p19, section 3.i) and description of steps that would be taken/scope of work?
 - a. The workflow diagram would be a bit more detailed than the schedule and should include additional information like which staff and subcontractors would be involved in each stage of the project. If you would like to combine these two, you are welcome to do so.

7. Would you like the QA/QC Form listed on p19 (Section 3.f.) to apply to the deliverable the RFP is describing (Master Planning) or for the Construction Documentation phase not included in this contract?
 - a. The QA/QC form would apply to a Construction Document Phase
8. Cost Estimate: Are we allowed to use our own in-house estimating program and format or is there a specific cost estimating program we are required to use?
 - a. Yes, you are allowed to use an in-house estimating program and format. There is no specific program or format required to be used.
9. We would like a clarification regarding how the QA/QC checklist should relate to the master planning scope and deliverables described. The description of plan sheets seems more in keeping with a Construction Documentation scope
 - a. The QA/QC checklist should demonstrate the offerors typical approach to a Construction Document phase.
10. In regard to Q17 in Addendum 1, should costs included in the Cost Proposal be reflected by discipline?
 - a. The first section of the Updated Cost Proposal form should be filled in with the fees for the primary consultant, broken down by phase. The second section should list all of the sub-consultants and their total fees for the project and does not need to be broken down by phase. The third section should show hourly rates for all primary consultant and subconsultant staff that are anticipated to work on the project.
11. In regard to Q17 in Addendum 1, should the fee be shown as the entire project team by phase per task?
 - a. See above answer
12. In regard to Q30 in Addendum 1, the County confirmed that one (1) item is limited to one page? Does this also apply to item "a"? For instance, item "a" is asking for narratives and a diagram. Also, item "f" is asking for a form that may contain several pages.
 - a. Item "a" is still limited to one page. Item "f" can be more than one page if necessary to fit the full QA/QC checklist.
13. In regard to Q11 in Addendum 1, since restroom facilities appear to be located in the park, will design considerations include the possibility of moving, modifying or adding to the existing facilities?
 - a. The Master Plan will determine how to best incorporate restroom facilities in the re-envisioned park. More than likely, the existing restrooms will be moved and/or replaced with a completely new facility.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 2.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____