

RFP 2025-05-002 Professional and Nonprofessional Services: Community and Economic Development On-Call Consultants

Addendum #1 5/21/2025

This Addendum supplements, modifies, deletes from, and/or adds to the original Request for Proposals noted above and all the requirements of the addendum are herein made part of the RFP and any resulting contract documents.

RESPONSES TO QUESTIONS:

- 1) Will the City accept electronic proposal submission by email in place of printed hard copies (Section 4.3.1)?
 - a. Yes, proposing firms may submit exclusively electronically via email to procurement@bvcity.org by the submittal deadline, and do not need to also submit a printed copy.
- 2) What types of work might be required under the Environmental Assessment category (3.1.2.3)?
 - a. We don't know at this point what specific projects will require, so we encourage firms to list all the services that they are able to provide, including Phase I, II, NEPA, etc.
- 3) 4.2.3 requests that we include a fee structure and method of billing rates for each proposed service, and hourly rates of applicable personnel. 5.2 Evaluation Criteria references that the Consultant's fee structure will be used to score proposals. The Virginia State Procurement Act (§ 2.2-4302.2., section A.4) states that "The Request for Proposal shall not, however, request that offerors furnish estimates of man-hours or cost of services." Can you clarify what information you are requesting in this section? We don't want to be deemed non-responsive for providing information not allowed by the Virginia Procurement Act but also want to be responsive to the information you are requesting.
 - a. Correct, RFPs for professional services may not ask for costs of services. Firms may provide a description of how fees may be structured for professional services, and may provide pricing for non-professional services if they wish. The City recognizes that the overall cost of services is going to vary greatly depending on the nature of the project, and is focused on qualifications of firms.

- 4) Are there any service areas among the listed professional and non-professional categories that the City considers especially high priority for the initial contract term?
 - a. While we do not know the full range of project need we may have in the next few years, one priority is the building official role.
- 5) Can you provide examples of typical project scopes or past task orders to help us better understand the scale and nature of potential assignments?
 - a. Recent projects that represent potential tasks for future on-call consultants can be found here:
 - i. <https://www.buenavistava.org/wp-content/uploads/2021/03/RFP-2025-01-001-Resilience-Plan-final.pdf>;
 - ii. <https://www.buenavistava.org/wp-content/uploads/2021/03/RFP-2025-01-002-Historic-Structure-Report-and-Feasibility-Study-20250122.pdf>
 - iii. <https://www.buenavistava.org/wp-content/uploads/2021/03/BV-Square-Design-rfp-draft-20220520.pdf>
 - iv. <https://www.buenavistava.org/wp-content/uploads/2020/05/BV-BDR-ERP-rfp-20200514.pdf>
- 6) Would the City be open to strategic guidance on regional positioning, visitor experience enhancement, and identity development beyond tactical services like photography or advertising?
 - a. Yes
- 7) Does the City have an anticipated start date for the on-call contract following the May 28 submission deadline?
 - a. The City anticipates contracting with selected firms within 30 days of the proposal due date.
- 8) Are firms allowed to include sub-consultants on their team for any services the prime firm can't perform? Or should our qualifications focus on the services our firm can provide without sub-consultants? For example, we don't provide MEP services that may be related to building design, can we include a sub-consultant for that service?
 - a. Yes, firms may propose subcontractors.
- 9) Our firms allowed to submit for subcategories?
 - a. Yes, firms may propose any services that fall within the categories or sub-categories listed, including services that are related but not explicitly stated. Firms need not provide all the services listed within a category or subcategory.

10) For the requested samples of work, is the City looking for project descriptions or actual samples of our project deliverables (i.e. Plan set, Comp Plan document, etc.)?

- a. Firms may submit descriptions of projects completed or brief work samples.