

**FAUQUIER COUNTY
WATER & SANITATION AUTHORITY**
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**BASIC ORDERING AGREEMENT
CIVIL AND ENVIRONMENTAL ENGINEERING SERVICES**

RFP Number 25-P-99-0257

ADDENDUM NO. 1

OCTOBER 17, 2024

The following information is provided to help Offerors submit a Proposal in response to RFP Number 25-P-99-0257.

1. Section 6.4 - Are USB drives a suitable replacement for the required six (6) electronic copies on individual CDs?

Yes, USB drives are acceptable.

2. Section 6.8 - Are a Front Cover and Back Cover pages excluded from the page count?

Yes, these are excluded.

3. Please confirm if an 11x17 page counts as 1 or 2 pages against the 40 single page limit?

This will count as one page. However, please note the text, "limited use of 11" x 17" fold-out sheets. 11" x 17" fold-out sheets should only be used where information cannot adequately be shown on 8 ½" X 11" sheets of paper."

4. The RFP states that Key personnel must be properly licensed to perform professional engineering services in the Commonwealth of Virginia. Please confirm if someone who has an active professional engineering license in another state and has applied for licensure in VA by comity and are awaiting approval by the State Board for Professional Engineers can be included as key personnel.

As stated in the RFP, key personnel should only include those currently licensed in Virginia. However, those awaiting licensure by comity can obviously be referenced elsewhere in the relevant sections of a proposal if it benefits the proposal.

- 5. It does not appear that the RFP specifically states where required forms should be inserted. Would it be acceptable to add them to the proposal appendix? Please confirm which tab the forms should be submitted under.**

The forms are attachments to the Proposal, must be attached to the Proposal, but are not required to be inserted under a specific tab.

- 6. Please confirm that it is acceptable to use USB's instead of CD's, and please confirm if it is acceptable to use one USB, instead of six.**

Yes, both are acceptable.

- 7. The grouping of some of the task items makes it difficult to determine full eligibility. Can a offeror choose and list which items they can provide services for or do they need to be able to provide the full scope of services listed under each category (Planning, Design, Construction, Operations)? For example, under Design, flood plain studies usually it is its own entity or task. Unless a sub-consultant is used to provide the remainder of the those task items, would a consultant be considered as eligible to note that they can provide specific line item services until a subconsultant is approved by FCWSA? (Flood plain services – Yes; Wetland Studies & Environmental Assessments – No).**

An intent of this RFP section is to avoid limiting the use of the resulting contracts to meet any future FCWSA project needs. FCWSA recognizes that many offerors would subcontract to deliver certain services referenced in this document. Although nothing precludes FCWSA from tasking individual needs under a resulting contract, FCWSA has historically tasked project components in a general fashion (e.g. one Task Order for Final Design, etc.).

- 8. If an offeror says 'No' to all of the Construction task items, are they obligated to be available for submittal review, RFI responses and change order support services?**

For smaller projects, FCWSA has often addressed construction administration internally, but FCWSA has historically used Task Orders for all or part of construction administration on larger projects. Offerors should convey their ability to meet potential FCWSA needs as described in the RFP.

END OF ADDENDUM