



REQUEST FOR PROPOSALS
RFP # B00122
A&E SERVICES – SCS SHELburne OPERATIONS PROJECT
March 10, 2022 2:00 p.m.

ADDENDA #2
February 28, 2022

TO ALL POTENTIAL BIDDERS:

The following information is being provided for purposes of clarification or in response to questions received from potential bidders. This addendum is being posted on the eVA website and City website at the following links:

- eVA website: <https://m.vendor.eipro.cgipdc.com/Vendor/public/AllOpportunities>
- City website: <https://www.ci.staunton.va.us/departments/finance/procurement>

This posting consists of Questions and Answers for this proposal and the Sign-In Attendance Sheet for the Pre-proposal Walk-through Meeting that was held on February 22, 2022.

QUESTIONS & ANSWERS

1. The RFP outlines 3 “phases”. Are the 3 phases being designed and constructed concurrently or separately (one at a time)?
 - A. Due to funding sources, the 3 phases will most likely be designed and constructed concurrently.
2. If the completion for the design phase is October 2022, it may be wise to try and issue the start date earlier than June. It may be a challenge to complete the design in 5 months.
 - A. We hope to start the project as soon as practical upon completion of the procurement process.
3. Can you clarify if we need to follow any additional requirements or answer procurement questions from the Procurement Guidelines and the Contract Provisions for Non-Federal Entity Contracts Under Federal Awards that are noted on page 5 of the RFP in bold? Is this a government document? Or are the Procurement Guidelines referenced on page 5 the same as SCS’ Procurement Guidelines document starting on page 11?
 - A. The “**Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**” are pages 8-10. This is a standardized template to ensure compliance when using federal funds. It is understood that some of the clauses will not

apply to the architectural services, however they will need to be applied as the bidding and construction phases start. The “**Procurement Guidelines**” are the same as the SCS Procurement Guidelines that start on page 11-21. Both **SCS Procurement Guidelines** and the **Contract Provisions for Non-Federal Entity Contracts Under Federal Awards** will be incorporated into the final agreement with the architect that the School Division chooses to complete the project. No action is required for submitting a proposal.

***Pre-proposal Walk-through Meeting Sign-In Attendance Sheet
On Following Page***



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**A&E SERVICES – SCS SHELBURNE – OPERATIONS PROJECT
IN-PERSON MANDATORY PRE-PROPOSAL MEETING**

**SIGN-IN ATTENDANCE SHEET
FEBRUARY 22, 2022 AT 3:00 P.M.**

<u>PRINTED NAME</u>	<u>FIRM</u>
Granville Grant	Spectrum Design
Winston A. Matthews	LPA, Inc.
Joshua Bower	Crabtree Rohrbaugh & Assoc.
Brittney Shalna	HDN Associates, P.C.
Jim Henderson	Moseley Architects
Jodie Day	Quinn Evans
Hanna Wolpert	Quinn Evans
Vern McKissick	McKissick Stanmyre Architects
Bryce Powell	VMDO