



DEPARTMENT OF FINANCE

**REQUEST FOR PROPOSALS
RFP # B00223**

**PLANNING SERVICES
WEST END REVITALIZATION STRATEGY**

DUE: April 21, 2023, 2:00 PM

ADDENDA #2
April 10, 2023

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://mvendor.cgieva.com/Vendor/public/AllOpportunities.jsp>
- City website: <https://www.ci.staunton.va.us/departments/finance/procurement>

This posting consists of 6 corrections, amendments, and updates to the RFP as listed below:

RFP # B00223

**PLANNING SERVICES
WEST END REVITALIZATION STRATEGY**

REVISIONS & CORRECTIONS

- **Page 1, Paragraph 2: Correction to RFP #**

All proposals must be in an opaque, sealed envelope or box and clearly marked:
“**PLANNING SERVICES -- West End Revitalization Strategy RFP# B00123.**”

- **Page 2, Paragraph 1: Revised Due Date for the RFP**

ALL PROPOSALS MUST BE RECEIVED BY
2:00 P.M. LOCAL TIME, April 21, 2023

- **Page 6, VI. General Requirements: Addition of Item “f”:**

f. Price and fees necessary to complete the project.

- **Page 7, VII. AWARD OF CONTRACT: Evaluation Criteria: Amendment to item 4.**

Evaluation Criteria	Points
Demonstrated Capacity (Past experience with community economic strategy and planning. Quality and quantity of past work experience).	30
Proposed Work Program and Deliverables (Understanding of the assignment; quality of response to proposed work program deliverables).	20
Experience and qualifications of personnel assigned to perform the services.	20
Cost Proposal including all labor and materials	10
Communications (Organization/completeness of response; writing skills, as shown through the submission and any submitted work samples, and neighborhood public comment strategy).	10
Work Product Examples (Quality, appearance, presentation, and applicability of submitted work examples).	10
TOTAL	100

- **Page 7, VIII. PROPOSED SCHEDULE: Updated Deadline for Submission of Proposals**

Activity	Date
Release RFP	February 28, 2023
Deadline for Submission of Questions	March 24, 2023 by 1:00 p.m.
Answers & Addenda Posted	March 31, 2023 by 5:00 p.m.
Deadline for Submission of Proposals	April 21, 2023 by 2:00 p.m.

- **Page 11, Item K: AWARDING THE CONTRACT: Revision.**

K. AWARDING THE CONTRACT

The award of a contract shall be determined in the sole discretion of the City based upon evaluation of all information as the City may request. The City reserves the right to waive any informality in proposals submitted in response to this RFP when such waiver is in the best interest of the City.

The evaluation process shall be based upon the criteria identified in **Section VII** of this Request for Proposals. The City shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts.

At the conclusion of discussion, outlined herein, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the City shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the City determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

The City shall endeavor to award the contract within thirty (30) days from receipt of proposals. Notice of award will be posted on the Staunton City Web Site at <http://www.staunton.va.us/solicitation-results>