



# TOWN OF CULPEPER

---

## Zoning & Planning

400 S Main Street Suite 301

Culpeper, VA 22701

Phone: (540) 829-8261 Fax: (540) 829-????

February 4, 2022

### **ADDENDA NO. 2 TO ALL OFFERORS:**

Reference – RFP: EN20-204-182

Title: UPC 118089

Subject: Sperryville Pike Sidewalk Extension

The following changes, and addition constitutes Addendum No. 2.

1. Page 6, Item 14 should read “no smaller than ~~12~~ **10** pitch”
2. Page 9, Item 7 should read “All information **must be submitted by mail or hand delivered (one hard copy) and received no later than 3:00 PM (local time prevailing) on 2/14/2022.**” Responses received after this time will not be considered. **Hard copy submissions** must include a flash drive containing the entire submittal in a single cohesive PDF file. All text in the PDF file shall be searchable using Adobe Acrobat software except within illustrations and scanned registration documents.

All hard-copy deliveries shall be made to the following Town of Culpeper address:

Town of Culpeper  
Joseph Costello, Town Planner II  
400 S. Main Street, Suite 301  
Culpeper, Va. 22701

### **Questions**

1. For the present workload and completion of the present workload form is that workload from VDOT, The Town of Culpeper, or both?  
**A: Both**
2. Under Item 14 can the 2 additional pages be added to section H and include pictures?  
**A: Yes**
3. Under Item 14 states the minimum type is 12 pitch while the remainder of the EOI is designate as a minimum of 10 point font is this the intent?  
**A: Please see #1 above.**

4. Have the utilities been designated in the area?  
**A: No**
5. Is there a possibility of any right of way impacts?  
**A: Preliminary project development work indicates that there won't be any right of way impacts.**
6. Recent project from VDOT have had an additional SWaM requirement additional to the DBE requirement. I want to confirm that this contract only has the 12% DBE requirement.  
**A: There are no SWaM requirements, only the DBE goal assigned**
7. In multiple places, this RFP indicates VDOT may be involved in an administrative capacity (the logo on the cover page, the mention of the short list being posted on VDOT's website, etc.). Is this accurate?  
**A: No, VDOT will not be involved in an administrative capacity. They will serve an advisory role as requested**
8. VDOT has in recent months begun using an updated, Department-specific version of the SF330 forms. Is the Town anticipating these newer forms to be included with our submission, or is the GSA standard acceptable?  
**A: Standard form is acceptable**
9. Is there a deadline for questions?  
**A: All questions must be submitted by 2/8/22.**
10. RFP Item 13 asks for a project approach. Is this intended as a requirement?  
**A: Yes**
11. RFP page 9 says to submit proposals electronically "through the Town of Culpeper's system." There doesn't appear to be any further detail provided about this system – how should non-hardcopy proposals be submitted?  
**A: Please see #2 above**
12. Is the workload form requested on RFP page 11 intended to reflect offerors' current contracts with VDOT, or their current contracts with the Town of Culpeper?  
**A: Both**
13. If the workload form is intended to show current work with the Town, will a new form be provided specific to the Town's procurement structure?  
**A: No**
14. RFP page 15 indicates that 10% of the score for each submission will be based on the offeror's current workload with VDOT. Is this true?  
**A: Yes**
15. Question 3: Please clarify you are looking for 2-15 for the Response to RFP Expression of Interest Items or if the numbers are different.  
**A: Please follow the expressed organization guidelines on page 3 Item 1.**

16. Would the town consider changing the due date for BOTH to be submitted on 2/16 if they need to be hand delivered?

**A: No**

17. What table or matrix should we provide for the requested information in item 15 (bullet #10 on the list on page 3 of the RFP)?

**A: A table or matrix is not being requested for the requested information in item 15.**

18. When submitting our present workload with VDOT, should we submit our workload for the Town of Culpeper or VDOT Statewide?

**A: Both**

19. I would like to confirm for the 2 proposals listed above, that an electronic copy submitted on the Culpeper website will suffice for our submittal, and that we do not need to submit a hard copy with a flash drive as well?

**A: Please see #2 above**

**This addenda responds to all questions as of 2/4/22. All questions must be submitted by 2/8/22.**

Please acknowledge receipt of this Addendum No. 2. Dated February 4, 2022, in your Proposal or acknowledge if your offer package has already been mailed. **Failure to acknowledge this addendum may result in your Proposal being declared non-responsive.** All other general terms, conditions and specifications shall remain the same.



---

Lisa Wortman, Procurement Officer