



# TOWN OF CULPEPER

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## Procurement

400 S. Main St., Suite 105

Culpeper, VA 22701

Phone: (540) 829-8242 Fax: (540) 829-8249

**August 6, 2021**

### **ADDENDUM 1 TO ALL BIDDERS:**

Reference RFP: ENG-21-00001  
Title: Open-End Architectural, Engineering and Surveying Services  
Proposals Due: August 25, 2021 @ 2:00 pm

Addendum 1 is being provided in order to provide clarification to questions received to date:

1. The due date is August 25<sup>th</sup>. Will you accept electronic submissions or hard copies only? If electronic, to your email address or to another? If hard copies, how many do you require? The Town requires paper copies to be mailed to 400 S. Main St., Suite 105, Culpeper, VA 22701. Three (3) copies of each proposal are required in a sealed inner envelope.
2. There's no specific format (AE, 330SF, etc.) for the response material other than the required forms included in the RFP. Please confirm. Correct.
3. In the Proposal Evaluation Framework, you note the experience for the assigned personnel, but there's no mention in the RFP about providing resumes, an organization chart for the proposed team, PE licenses, etc? Correct. This submittal content is at the discretion of the respondent.
4. Additionally, may we assume you want a full team of prime and sub-consultant firms? Again, this submittal content is at the discretion of the respondent.
5. If you want project examples with references, how many are you looking for? A minimum of three (3) references for projects will suffice.
6. Can you elaborate on the types of stormwater mgmt services you will be needing for RFP ENG-21-00001-1 OPEN-END ARCHITECTURAL, ENGINEERING AND SURVEYING SERVICES? Engineering design and surveying services needed to construct new or reconstruct/repair storm water management facilities in accordance with state and federal regulations.
7. Who are the incumbents? WW Associates, Inc. and Line + Grade, LLC
8. Is there an annual cap on services? No
9. Is there a cap on task orders? No
10. Can a firm submit on a few of the services, or do they need to submit on all of them? Yes, a firm can respond to a single service category or elect to respond to all service categories
11. Is Culpeper RFP# ENG-21-00001 seeking A & E teams (architectural firms that have partnered with engineering firms) to offer proposals, or is the RFP seeking individual firms of the various disciplines, unaffiliated with any other? The Town of Culpeper is soliciting individual firms for each of the categories identified in the RFP. In other works, if an architectural firm needed consultation/drawings/etc. from a civil engineering firm for a town project, would the architectural firm be restricted to using only RFP-approved civil engineering firms, or would the

architectural firm be free to work with a civil engineering firm with which they may have a previously established professional working relationship (e.g. firms in a partnership for this RFP)? The architectural firm would be free to work or subcontract with a civil engineering firm of their choice, if needed for a future project. As such, the architectural firm would be required to identify any subcontractors needed to fulfill a project scope for acceptance by the Town.

12. Should we submit a proposal as part of an A/E team, or as an individual firm? See response above.

Acknowledgement of this Addendum shall be noted on the Vendor Information Sheet where indicated.



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Lisa Wortman, Procurement Officer