

FAQ Document

REQUEST FOR PROPOSALS

**Central Shenandoah Planning District Commission
On-Call Consultant Services, RFP No. CSPDC 2021-002**

(May 24th, 2021)

The statements below are intended to address all of the questions that the Central Shenandoah Planning District Commission (CSPDC) received related to this RFP.

- There is no minimum or maximum number of firms that may be awarded a contract as a result of this RFP.
- The CSPDC cannot provide a list or recommend other vendors, firms, or other sub-contractors that a proposer may wish to partner with in preparing a proposal.
- The contracts between the CSPDC and the six (6) existing on-call firms include anywhere from zero (0) up to seven (7) sub-contractors.
- There is no limit to the number of sub-contractors that may be identified in a proposal. If sub-contractors will be included in a proposal, the proposal should specify which services will be sub-contracted and include as much information as possible regarding the identity and experience of any sub-contractor.
- DPOR and VA Certificates of Authority are required to exist prior to the submission of the proposal. Proposers are encouraged to attach the certificates to the proposal, and also to attach the certificates for any entity or person who might be a subcontractor.
- If the proposer is providing transportation related services, both the proposer and any included sub-consultant will be required to undergo a VDOT Pre-Award audit.
- As stated in Section 3 of the Proposal Information and Requirements, “Comprehensive team submittals are encouraged, but not required.” This means that proposals will be accepted in which the offeror proposes to provide some, but not all, “specific services” listed in the Section 4 Scope of Services. The CSPDC does not expect proposers to be able to offer all of its requested services and will evaluate proposals on the extent of the services it can provide.

- Proposers should only submit one proposal detailing its services. Proposers should describe their ability to perform one or more specific services within the Scope of Services, and proposals should be detailed with respect to the services the firm performs.
- Proposers do not need to explicitly state which services they are not providing; however, proposals should be easy to interpret and understand in regards to the services the firm is providing. Firms shall use their discretion in how they present and organize its proposal.
- The contract term shall adhere to the requirements set forth in the Virginia Public Procurement Act, which is “limited to a term of one year” with the possibility of four on-year extensions at the option of the CSPDC. Additionally, there will be limits to the total and per-project fees that may be paid annually under any contract, which limits are set forth in Virginia Code § 2.2-4303.1(B).
- The fees to be charged by a consultant who is awarded a contract will be negotiated during the competitive negotiation process. The fee for any single project and the sum of all projects performed in a one-year contract term shall adhere to the limits set forth in Section 2.2-4303.1(B) of the Virginia Public Procurement Act.
- Proposers may include an existing FAR VDOT approval letter with their proposal. Prior to the execution of any contract, the CSPDC will discuss any existing letters with VDOT’s External & Construction Audit staff and determine if they meet the requirements set forth in Section 5, part c.xi.
- One original and five hard copies along with one electronic copy of the proposal must be submitted by June 9th at 2pm. Due to the on-going pandemic proposals signed electronically will be accepted.
- The CSPDC will not pre-evaluate a proposer’s suitability to submit a proposal. Our desired services can be found in the Request for Proposal under “Scope of Services”.
- Request for services will be provided by the CSPDC on behalf of our jurisdictions. The CSPDC cannot guarantee any minimum quantity of work nor can it speculate on future yearly averages of available work.
- At this time, the CSPDC does not have any potential projects it can share in its pipeline for future requested services.
- The Selection Committee may, at its discretion, require firms to undergo interviews. These will be conducted virtually due to the pandemic.
- As it relates to the Evaluation Criteria, “c.” details the ability to perform projects on schedule and within an estimated budget, while “e” will evaluate the proposer’s history and experience in providing its proposed services. Please use your discretion in how you prepare this information in your proposal.

- All proposers must demonstrate financial responsibility as evidence by the firm carrying Professional Liability Insurance in an amount meeting or exceeding \$500,000 per claim and \$1,000,000 per occurrence. Proof of insurance in these amounts, such as a declarations page or policy endorsement, should be submitted in part of the proposal. A respondent whose liability insurance coverage is on a “per claim” basis as opposed to “per occurrence” basis will not be deemed to be non-responsive or not qualified solely on that basis, provided that (i) the per claim coverage meets or exceeds \$500,000, (ii) the aggregate coverage meets or exceeds \$1,000,000, and (iii) there is tail coverage which meets or exceeds these limit for a minimum of five years.