

## To Firms for Request for Proposal for Engineering, Architecture, and Construction Support Services:

The following questions were received from firms. In order to keep everyone informed, here are the questions and answers:

1. Regarding Group VII Park and Trail Services – Are potential projects / services to be county park related or does this include Virginia Creeper Trail? **The park and trail services/projects would be for County owned property which would include but not limited to the Mendota Trail and Abrams Falls and may include services for new trail development. The County doesn't own the Virginia Creeper Trail; therefore, the potential projects/services would not include the Virginia Creeper Trail.**
2. Section III.A Instructions to Offerors *“Proposals may be submitted electronically through eVA (eVA.virginia.gov). Seven copies of the proposal shall be submitted to County in a sealed envelope/package marked with the following information:1. Offeror's name and address; and 2. “Engineering Services Proposal””.*  
Please clarify if proposals can be submitted via eVA or if the County requires seven hard copies to be delivered, or if the County requires the proposal to be submitted both ways. **Effective January 1, 2025, per the Virginia Public Procurement Act §2.2-4303 letter A; all local public bodies shall provide an option to submit bids or proposals through eVA, the Commonwealth of Virginia's statewide electronic procurement system. In cases where bids or proposals are submitted electronically, the local public body may also require a certain number of paper submissions for review purposes. Based on the new requirement the County must provide an option to submit proposals through eVA. You may submit the proposals electronically through eVA but it is NOT required. The County DOES REQUIRE that the seven hard copies be delivered as specified in the Request for Proposal. Our Evaluation Committee will need the hard copies to review and evaluate.**
3. RFP Cover Page/Letter, *“Proposals must be signed in ink by an official authorized to bind the Provider.”*  
Will Washington County accept electronic signatures on the submittal documents, or do they require original ink signatures? **The County requires original ink signatures.**
4. Qualifications and Experience of Offeror Providing Services (p. 45 of RFP) *4. Qualifications*  
Does the County require copies of professional licenses of personnel being proposed, with the submission? **Attachment 5, Proposal Questionnaire, question #4 Qualifications item b. Licenses to provide services required by the Code of Virginia, if applicable. Based on item b, copies of the professional licenses of personnel being proposed should be provided.**
5. Section I. Purpose states: *“The County may issue multiple awards to successful Offerors to provide professional and construction support services...”* Section III.v.2 & 3 states: ... *“the County shall select, in the order of preference two (2) or more Offerors whose professional qualifications and proposed services are deemed most meritorious.”*  
Please clarify/confirm if the County intends to make multiple awards under each Group? **Attachment 1, Qualifications/Scope of Work, page 2, states, “The County seeks Offerors that have expertise across a broad number of disciplines and Offerors that have more specialized expertise in specific disciplines. Proposals from firms that offer both broader and more specialized expertise for specific disciplines will be accepted and considered.” With the scope of the**

engineering, architecture, and construction support services being so broad in Attachment 1, the County built in language in the Request for Proposal to provide the County the ability to make multiple awards if necessary after reviewing and evaluating the proposals received. It would be ideal to have one firm to provide all services but there may be specialized expertise needed within the disciplines in the Groups under the scope of work that one firm may not have after reviewing the proposals. The intention is not to issue multiple awards under each Group I through Group VIII. The County's intent is to hire a firm or firms to make sure we cover the scope of work in Attachment 1.

6. If we submit our proposal online through EVA, do we still have to mail 7 physical copies to the address listed? **Yes, the County DOES REQUIRE that seven hard copies be delivered as specified in the Request for Proposal. See answer to #2 above.**
  
7. Before submitting I would ask for clarification as to whether the proposals may be submitted either electronically or in printed hard copy, or if they need to be submitted in both formats? Your cover letter states that they may be submitted electronically through eVA, but then goes on to say in the following sentence that seven copies must be submitted in a sealed package. Your clarification of the required delivery method will be greatly appreciated. **Effective January 1, 2025, per the Virginia Public Procurement Act §2.2-4303 letter A; all local public bodies shall provide an option to submit bids or proposals through eVA, the Commonwealth of Virginia's statewide electronic procurement system. In cases where bids or proposals are submitted electronically, the local public body may also require a certain number of paper submissions for review purposes. Based on the new requirement the County must provide an option to submit proposals through eVA. You may submit the proposals electronically through eVA but it is NOT required. The County DOES REQUIRE that the seven hard copies be delivered as specified in the Request for Proposal. Our Evaluation Committee will need the hard copies to review and evaluate.**