COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

**RFP # 16-1298-12CS**

**REQUEST FOR PROPOSAL**

**ENGINEERING SERVICES HIGH SCHOOL ATHLETIC FIELD IMPROVEMENTS**

**COUNTY OF HENRICO, VIRGINIA**

**Questions & Answers**

**January 12, 2017**

**Q1. Is a fee proposal required to be submitted with proposal submission?**

*No. The procurement is for professional services and in accordance with Section IX. C and D of the RFP document.*

**Q2. Is the County seeking a Project Manager and Construction Administration on-site and available daily, weekly or monthly?**

*The anticipated engineering services will include a project manager and standard construction administration as outlined on pages 5 and 6 of the RFP.*

**Q3. Are the field improvements required to be designed per the National Federation of High School Association Standards?**

*Yes. The RFP (Page 3, Item G3) states the engineering firm must have experience designing running tracks in accordance with NFHS or NCAA standards. Therefore, the National Federation of State High School Association (NFHS) rules for the specific sports to be played on the fields shall apply to this project.*

**Q4. Please provide additional information on expectations for firms to provide geotechnical services, topographic survey and will the County’s ability provide as built construction documents of the 9 school sites?**

*Please refer to the RFP (Page 4, Item H1). The Engineer will be responsible for providing field run topographic surveys for each project site. The County will provide available record drawings (including approved plan of developments) for the facilities however will not guarantee the availability or accuracy of these drawings. The County will also provide site specific geotechnical information for each site. This work will be performed by Schnabel Engineering which is the county’s term contract for geotechnical engineering services. Geotechnical Investigations are not included in the scope of this project.*

**Q5. Does the County have storm water management plan standards?**

*Yes, The County does have regulations pertaining to storm water management. These regulations are administered by the Department of Public Works*

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**Q6.    Due to the length of time for POD approval can the County assist with expediting this process in order to meet the required schedule?**

*Yes, the Recreation & Parks project manager does plan to assist in the Plan of Development (POD) process which will occur between the engineering firm and the County of Henrico development review agencies. This assistance most likely will occur during the schematic design phase and be designed to ensure the Department of Public Work’s approves the engineering firms proposed storm water management plans for each site. It is anticipated additional POD work session meetings with all agencies will be needed to address design solutions for all nine sites and ensure POD requirements are fully understood. The county can also monitor and facilitate closure to unresolved/outstanding POD comments.*

*However, the engineering firm will be required to comply with all standard POD requirements and these projects will not be treated differently than other county or private development projects.*

**Q7. Where can I get a copy of the attendee’s list from the pre-proposal meeting?**

*To download sign in sheets:* [*http://henrico.us/finance/divisions/purchasing/bids-and-proposals/*](http://henrico.us/finance/divisions/purchasing/bids-and-proposals/)

**Q8. Your RFP indicates a design-bid process. However, may installers were present at the pre-proposal conference. Are you seeking solely design and engineering services followed by the resulting document being put out to bid as indicated in your proposal, or are you looking for, encouraging, and/or considering design-build teaming efforts? .**

*The intent of the RFP is to procure the services of a professional engineering firm to complete design services and all construction bid documents so that the high school field projects can be publically procured via a separate process through the County of Henrico purchasing department. The professional engineering firm will support the project after the design effort only as stated on pages 5 & 6 in the RFP. The RFP is not intended to solicited RFP proposals for both design and construction efforts. Most likely, vendors were present at the pre-proposal conference to market their products to both the owner and upcoming design team.*

**PowerPoint presentation was shown at the pre-proposal conference on January 5th, 2017 and is now posted on our website.**