



MORIN BUILDING  
8570 EXECUTIVE PARK AVENUE  
FAIRFAX, VIRGINIA 22031

**Thursday, December 12, 2024**

To: All Prospective Offerors  
Issued by: David Webb C.P.M., CPPB, Procurement Program Supervisor  
Subject: Addendum 2, RFP 24-206 – Merrifield Campus Analysis

The purpose of this addendum is to answer questions submitted by the specified deadline.

#### **Questions and Answers**

- 1. Please clarify that the emailing of the exact electronic copy of the hardcopy ORIGINAL Proposal is not to occur until requested by the Procurement Contact for such copy.**

It is confirmed that emailing of the exact electronic copy of the hardcopy ORIGINAL Proposal is not to occur until requested by the Procurement Contact for such copy.

- 2. Could you please clarify whether the overall proposal is limited to 20 pages (excluding the dividers) or if Sections 1 and 2 combined are limited to a total of 20 pages, with the other sections not included in this count?**

The limitation of 20 single-sided pages applies to the aggregate number of pages provided addressing Sections 1 and 2. Dividers, financial statement, table of contents, tabs, front and back cover, required forms are not included in the limitation.

- 3. Does the page limit refer to 20 pages printed single-sided or printed double-sided?**

Please see the response to question #2 above.

- 4. Can you please confirm if the following items are considered part of the 20-limit page count? (Financial statement, Table of contents, Tabs, Front and back cover, Required forms)**

Please see the response to question #2 above.

- 5. Please confirm whether the Organizational Chart should be included in Section 2 or the Appendix with the Resumes of Project Personnel.**

The Organization Chart should be included in Section 2.

6. **As a follow-up to our previous question, could you please confirm that the title of Section 2 should be "Qualifications of the Offeror"? We understand that only projects will be included in this section, while resumes will be placed in the appendix.**

The title of Section 2 remains unchanged.

7. **Under Article 3.8 (Proposal Organization), Please confirm if portrait or landscape format is preferred.**

Either format is acceptable.

8. **Under article 2.3 (Scope of Work), reference is made to a Project Management Plan (PMP) being developed documenting the Consultant's project management policies and procedures. We assume that this plan will be prepared by the consultant and that Fairfax Water has not hired an external consultant for project management work that will act on behalf of Fairfax Water. Please confirm.**

Correct, the selected Offeror will be responsible for preparing the PMP as part of the Phase I work.

9. **Under article 2.6 (Safety/OSHA Requirements), reference is made to build work in the spaces, please confirm that this section does not apply to the design work of this RFP.**

This section is applicable to any condition assessment work related to the Phase I Feasibility Study.

10. **Attachment C: "Completed Operations" insurance does not seem applicable as this is a design RFP not a build RFP. Please confirm.**

Offerors will have the opportunity to propose revisions to insurance coverage(s) if they are invited to enter into negotiations with Fairfax Water.

11. **Are CAD files available?**

No, CAD files are not available for either building.

12. **Please confirm that complete structural drawings will be available and provided for both existing buildings.**

Available structural drawings will be provided to the successful Offeror. Any additional information needed will be included in either the Phase I or Phase II work as appropriate.

13. **Can existing building structural system type(s) be provided ahead of existing structural drawings?**

Please see the response to question #12 above.

14. **Has the organization completed a facility condition assessment of either of the buildings within the past five years? If so, can it be shared with the bidding teams?**

No, the condition assessment of the building and associated support systems is part of the Phase I work. Available renovation and maintenance records will be provided to the successful Offeror.

**15. Will AV/IT design be in scope for this project in regards to the condition assessment?**

Yes, AV/IT will be included in the scope of work.

**16. Could you please confirm the preferred permitting approach (i.e., one set of drawings with separate permits per floor or if the entire building should encompass one building permit per building)?**

The P&E Building will be permitted as one set of drawings. If modifications are required to the Morin Building that require a permit, it will be permitted separately as one set of drawings.

**17. Are there are requirements for onsite work that prevent phased construction?**

Certain activities in the P&E Building need to maintain 24/7 operations. Phasing will be dependent on the proposed scope developed during the Phase I efforts and will be fully defined during as part of Phase I.

**18. Please confirm the estimated groups/divisions to be interviewed for the programming report.**

Up to ten groups are anticipated to be interviewed for the Programming Report.

**19. Approximately how many people will be asked to respond to the survey?**

Up to ten surveys are anticipated be completed. One survey will correspond to each group included in the interviews.

**20. Will org charts be provided for the space planning exercise?**

The organizational chart will be provided to the successful Offeror as part of the Phase I work.

**21. Is there any existing heavy equipment (plotter, safe, etc.) that has the potential to be reused? If so, please provide equipment list with cutsheets.**

Any existing equipment to remain will be determined as part of the Phase I work.

**22. What types of items are being stored in storage spaces (paper, electronics, etc.)?**

Storage spaces include uniforms, IT equipment and office supplies.

**23. How will the furniture be specified/bid? Should this work be included in the scope of this contract? Will a performance specification be required?**

A preliminary furniture layout will be included to establish lighting, HVAC, power and communication requirements for the preliminary concept in Phase I.

During Phase II, separate from the construction bid documents, a FF&E (furniture, fixtures & equipment) RFP package will be developed as part of this effort to include the basis of design to procure the furniture as a separate solicitation.

**24. Confirm there are no existing space or furniture standards.**

There are no existing space or furniture standards.

**25. Confirm there is no LEED or sustainability certification being considered for the project.**

Sustainable features should be considered for all aspects of the proposed design.

The decision to pursue a formal certification will be determined during the Phase I study.

**NO OTHER QUESTIONS WERE RECIEVED**

**Attachment(s)**

RFP 24-206 – Addendum 2 – Attachment 1 – Pre-Proposal Conference & Site Visit Sign-In Sheet

**Acknowledgement**

Acknowledge your receipt of, and compliance with, this Addendum by either signing the attached acknowledgement, or referencing its receipt and your compliance, in your Proposal.

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM # 2**

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the IFB and any changes thereto made by this addendum.

**ACKNOWLEDGED BY:**

**FOR:** \_\_\_\_\_

Company Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Authorized Agent

\_\_\_\_\_

Printed/typed name

\_\_\_\_\_

Title