

**RFP QUESTIONS AND ANSWERS
HAMPTON ROADS DISTRICT MAJOR PROJECT OFFICE
PROGRAM SUPPORT SERVICES;
RFP NO. HRD-20170316
PRE-PROPOSAL CONFERENCE
MARCH 23, 2017**

Negotiation

Q. How will rates be applied for specialty subject matter experts who do not have counterparts in Virginia. How would Virginia rates be applied?

A. The subject matter experts can be provided from the office other than Virginia. However, they will be paid at Virginia market rates.

Key Personnel

Q. When a Virginia Professional Engineering license is required, is there a period of time when the license can be provided such as 3 months after notification of selection.

A. When a Virginia Professional Engineering license is required, the license must be active and current at the time of submittal consistent with the RFP requirements listed in Item 17.

Q. Does the Department require personnel to have certifications/licenses to provide services for the financial requirements under the Tolling and Revenue Studies scope of service? Likewise, is the same true for Right-of-Way appraisals?

A. For the Tolling and Revenue Sharing tasks there are not specific certifications or licenses required. However, for the Right-of-Way appraisal services a specific requirement will be added to the RFP. Please refer to the RFP Addendum #1.

Q. Will the Key Personnel be committed full time to the project?

A. Key Personnel must be committed throughout for duration of the contract. Furthermore this need will be addressed with each Annual Work Plan. The Department expects that the firm will have the ability to respond quickly to task assignments, be able to handle multiple tasks concurrently and be able to complete tasks on accelerated schedules.

Organization Chart

Q. If extra positions are added below the dashed line on the org chart, are resumes required? If so, will they be scored?

A. Resumes are not required for extra positions added to the organization chart. This is a change from the verbal response provided at the Pre-proposal Conference.

Q. The RFP requires a one page Organizational Chart. With the number of positions required to staff this contract, can the Organizational Chart be on 11"by 17" paper?

A. No. The Organizational Chart is limited to one page, 8 ½" by 11" as stated in the RFP.

DBE/SWaM

Q. If a change is needed after the contract is executed should the new firm be DBE/SWaM certified?

A. Please refer to Item 4 under Expressions of Interest in the RFP.

Q. The goal for this project is to be met at the overall project level and not at each AWP, correct?

A. No. The annual (at AWP) and long-term (contract level) DBE goal is 13%. The annual (at AWP) and long-term (at contract level) SWaM goal for is 29%. Please refer to the RFP Addendum #1, Item 8.