

On-Call Consultant Program RFP 2026-001, Addendum #1

Date of Addendum: April 28, 2026

NOTICE TO ALL POTENTIAL RESPONDENTS

This Addendum provides responses to questions submitted in writing, highlights an amendment to the RFP document, and provides clarification on DBE requirements. The original RFP is replaced with the amended version dated 04/28/2026. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal Package.

1.0 – WRITTEN QUESTIONS AND RESPONSES

The following questions and answers are provided as a matter of information.

Item	Questions and Answers
1.01	<p>Is it possible to submit if our firm only has qualifications for part of the RFP, or do we need to be able to cover the whole suite of services? If yes, we need to cover the whole suite of services, can we have a team with multiple subcontractors?</p> <p>It is possible to submit with qualifications for at least one service. A proposal submitted by a prime contractor with multiple sub-contractors are permitted.</p>
1.02	<p>Clarify what types of facilities would fall under the architectural services and if they would include PK-12.</p> <p>The facility type would depend on the needs of the client, either the CSPDC or our member jurisdictions with whom we have joint procurement agreements. Projects may vary and facility types, as typically owned and maintained by municipalities, are eligible under this contract.</p>
1.03	<p>To clarify, I am trying to confirm whether Professional Surveying Services is considered a standalone service category that can be submitted independently, or if it falls under the broader Environmental Services & Sustainability Planning category.</p> <p>Surveying services is not a standalone service category – it falls under the Environmental Services & Sustainability Planning category. However, the RFP does not require proposers to address service categories in full. Proposers may submit a proposal that addresses “one or more specific services listed in the Scope of Services.”</p>
1.04	<p>The evaluation criteria include 15 points (Section e) for “Rate Structure and Cost Approach,” including a bullet on hourly rates. Please clarify what cost information is to be included within the response.</p> <p>The proposal should include the narrative elements of Section 5.1(g) — rate structure approach, overhead and markup methodology, approach to direct costs, sample budget structures, and rate escalation approach — but should not include actual</p>

	hourly rates or fee schedules. Specific rates will be requested and evaluated during the interview and negotiation stage.
1.05	<p>The RFO states that “Proposers should deliver one original and five hard copies” and “An electronic version of the proposal should be submitted via eVA.”. Would the district consider eliminating the requirement for printed copies and accept an electronic submission only via eVA?</p> <p>We require printed copies to share with the review committee.</p>
1.06	<p>Regarding the note under Key Personnel, can we assume that this is for 'key' personnel, but other staff not listed in this proposal can still work on task orders? For example, over the term of the contract, non-key personnel hired by prime or subcontractor would be allowed to support future task orders without prior approval.</p> <p>Yes. The proposal should identify key personnel who will lead and be primarily responsible for work in each service category. Non-key staff, including personnel hired after proposal submission, may support task orders without prior Purchaser approval. Substitution of key personnel identified in the proposal requires Purchaser approval per contract terms.</p>
1.07	<p>Regarding Section 1.e: Separate Proposals, how does this relate to us providing a single proposal for multiple service categories?</p> <p>A single proposer may not submit more than one proposal, but their proposal may address multiple service categories.</p>
1.08	<p>We provide services that are not currently listed under the service categories but could benefit CSPDC. Under what section could we provide information on these additional services?</p> <p>Proposals must address at least one of the identified service activities or categories provided in the RFP. Proposers may also include services not identified in the RFP as “additional services”. Proposals will be first evaluated on the services specifically requested, and any additional services offered may be considered a value-add.</p>
1.09	<p>Can a firm submit as a prime consultant on one proposal and subconsultant on another proposal?</p> <p>There is no prohibition on this under the Virginia Public Procurement Act or this RFP.</p>
1.10	<p>If a contract is awarded, what is the process to add a subconsultant later in the contract period if they are not included in the original proposal?</p> <p>To request approval, the Consultant should submit the proposed subconsultant’s qualifications to CSPDC in writing. Approval is at the Purchaser’s discretion.</p>
1.11	<p>Can a certificate of insurance (COI) be used as proof of insurance?</p> <p>Yes.</p>
1.12	<p>Would the PDC prefer that firms submit a comprehensive proposal that includes a full team with subconsultants to address all anticipated service areas, or would you prefer that firms submit proposals limited to their in-house capabilities?</p>

	<p>Either approach is acceptable. Firms are encouraged to submit based on their genuine capabilities. A focused proposal demonstrating strong in-house expertise in specific service categories is fully competitive. Firms that include subconsultants to broaden their coverage should ensure those subconsultants are clearly identified with their qualifications and specific roles per Section 5.1(e).</p>
1.13	<p>Will firms be evaluated and shortlisted independently by service category, or as a single firm across all proposed categories?</p> <p>Firms will be evaluated independently by service category. The Selection Committee will assess each firm’s qualifications, personnel, and project experience relevant to each category in which it proposes. A firm may be selected for one or more categories based on the strength of its submittal for each.</p>
1.14	<p>Can CSPDC provide typical ranges for task order size or examples of recent on-call assignments to help proposers tailor team structure and capacity?</p> <p>Task order sizes vary significantly by project type and requesting entity. Historically, task orders through the On-Call Consultant Program have ranged from a few thousand dollars to over \$800,000, with most falling in the \$25,000–\$150,000 range. A log of recent task orders is available on the CSPDC website at https://www.cspdc.org/programs-services/on-call-consultant-program/.</p>
1.15	<p>Can you please confirm that it is acceptable to provide an individual organization chart for each category a consultant is submitting on in Section D, Key Personnel?</p> <p>Yes. Firms proposing for multiple service categories may provide a separate organizational chart for each category, or a single chart clearly identifying personnel by category, whichever best represents the proposed team structure.</p>
1.16	<p>Does the RFP contain all of the proposed contract language, or does CSPDC intend to share the proposed contract language at a later time? Is it acceptable for consultants to include proposed contract language modifications with proposals?</p> <p>Section 9 of the RFP contains the required contract terms that will be incorporated into any contract awarded. Standard CSPDC procurement provisions may also be included at the award stage. Proposers should not include proposed modifications to the required contract terms in their proposals; the CSPDC will not consider contract language modifications at the proposal stage.</p>
1.17	<p>In Section L (Business Registration and Licensing), should consultants provide staff DPOR licenses or office licenses only?</p> <p>Section 5.1(l) requests firm- or office-level DPOR registration documentation.</p>
1.18	<p>Can you please clarify if projects in Section B must be completed, or if they can be ongoing?</p> <p>Per Section 5.1(b)(ii), project examples should be completed within the last five years. Substantially complete projects where only minor close-out activities remain may be</p>

	<p>included at the proposer’s discretion; the proposal should clearly note the current project status. Projects that are still in active execution are not eligible.</p>
1.19	<p>Will services related to parks and recreation projects fall into the Architectural Services category or the General Planning and Other Services category?</p> <p>It depends on the nature of the work. Planning services—such as parks and recreation master plans, trail planning, and recreation needs assessments—fall under General Planning and Other Services. Design and construction services for parks facilities (pavilions, recreation centers, community buildings, etc.) fall under Architectural Services. Proposers should identify the category that best matches the specific services they propose to provide.</p>
1.20	<p>Under Geographic Information Systems (GIS) Services, for parcel mapping and assessment support, are you expecting the vendor to create new vector-based parcel data or update existing data? If we use an outside vendor for our parcel data, can we list them as a subconsultant in the proposal?</p> <p>The specific scope of parcel mapping work will depend on the needs of the requesting jurisdiction at the time of each task order. Both data creation and data update capabilities are relevant and should be described in the proposal. Yes, an outside vendor for parcel data may be identified as a subconsultant per Section 5.1(e).</p>
1.21	<p>Is a sample contract available?</p> <p>The full contract will be provided to firms selected during the award phase of the procurement.</p>
1.22	<p>If a firm receives awards for multiple service categories, will there be one contract encompassing all of them, or separate contracts for each service category?</p> <p>Firms awarded for multiple service categories will receive a single contract encompassing all awarded categories.</p>
1.23	<p>Please confirm the structure and number of copies for the proposal. Our understanding is that we submit 1 original and 5 copies, with Section b (Detailed Service Category Qualifications) broken into the categories we are pursuing and the remainder of the proposal submitted for the firm overall. Is this accurate, or does CSPDC want 1 original and 5 copies for each category?</p> <p>Proposers should submit a single, comprehensive proposal inclusive of all categories for which they are proposing to offer services. The CSPDC requests that 1 original and 5 copies be submitted for that comprehensive proposal package.</p>
1.24	<p>Section b, Detailed Service Category Qualifications: Please confirm whether CSPDC is requesting a minimum of 3 projects per service category (b.ii.) or 3 projects total across all categories.</p> <p>Three (3) or more relevant project examples are required per service category. Each category for which the firm proposes should include its own set of at least three project examples that are relevant to the services described for that category.</p>

1.25	<p>Section b, Detailed Service Category Qualifications: Does the Evidence of Past Performance (b.iii.) need to correlate to the specific project examples listed in b.ii., or can it draw from other projects?</p> <p>Evidence of Past Performance (b.iii.) does not need to correlate directly to the project examples in b.ii. It may include client satisfaction documentation, testimonials, awards, quality certifications, or other performance indicators from any relevant projects.</p>
1.26	<p>Can the organizational chart be formatted on 11x17 paper?</p> <p>Yes. The organizational chart may be printed on 11x17 paper if it is included as part of the proposal package.</p>

2.0 – DBE CLARIFICATION	
<p>On October 3, 2025 the Department of Transportation issued an Interim Final Rule (IRF) related to the requirements for the certification of DBE firms. Under this IRF, all DBE contract goals on federally-funded transportation projects are zero. This contract did not have a DBE goal so there is no change in that regard. The CSPDC is still required to maintain a bidders list for DBE reporting to FTA. Offerors are still required to complete the DBE form to indicate whether or not they are a DBE firm. The RFP has been amended to include the requirement of completed DBE forms as a part of the proposer’s submission. Required DBE forms are included with this Addendum as Attachment 1.</p>	
Item	Description
2.1	DBE Form completion requirement – required forms attached.

END OF ADDENDUM



DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

It is the policy of the Central Shenandoah Planning District Commission (CSPDC) that Disadvantaged Business Enterprises ("DBE's") as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded contracts. The CSPDC has not established a DBE goal for this contract but encourages DBE participation wherever possible.

Bidders/offerors are required to document sufficient DBE participation where applicable. If the Offeror will include a Prime or Subcontractor that is a DBE Firm, the Offeror should include with their proposal, the submission of the following information with the Offeror's proposal (appropriate forms noted in parentheses and attached hereto):

- 1) The names and addresses of DBE firms that will participate in the contract (Form A).
- 2) A description of the work that each DBE will perform (Form A).
- 3) The dollar amount of the participation of each DBE firm participating (Form A).
- 4) Written and signed confirmation from the DBE that it is participating in the kind and amount of work provided in the prime contractor's commitment (Form B); and

CSPDC is required to capture DBE payment information on contracts. If work is subcontracted to a DBE firm, the successful prime contractor will be responsible for providing prompt payment verification and a monthly report of DBE participation.

The Contractor must promptly notify CSPDC whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of CSPDC.

Any firm claiming DBE status must become certified with the Virginia Department of Small Business and Supplier Diversity –or other agency authorized to certify DBE status and approved by CSPDC --prior to the bid/proposal being submitted to be listed as a DBE on Form A – Schedule of DBE Participation.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION FORM

Project Name: CSPDC On-Call Consultant Services
Contract/Solicitation Number: CSPDC RFP #2026-001
Date: _____



CONTRACTOR INFORMATION

Company Name: _____
Address: _____
City, State, ZIP: _____
Phone: _____
Email: _____
Federal Tax ID Number: _____

DBE STATUS CERTIFICATION - PART A: PRIME CONTRACTOR DBE STATUS

- YES** - The undersigned contractor IS a certified DBE firm.
- NO** - The undersigned contractor IS NOT a certified DBE firm.

If YES, provide the following information:

- DBE Certification Number: _____
- Certifying Agency: _____
- Certification Expiration Date: _____

PART B: SUBCONTRACTOR DBE STATUS

- YES** - One or more of our proposed subcontractors ARE certified DBE firms.
- NO** - None of our proposed subcontractors are certified DBE firms.
- N/A** - We are not utilizing subcontractors for this project.

If YES, list all DBE subcontractors:

Subcontractor Name	DBE Cert. Number	Certifying Agency	Work Description	Contract Value
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Total DBE Participation: \$ _____ **Percentage of Total Contract:** _____ %

CERTIFICATIONS AND AGREEMENTS

FOR DBE CONTRACTORS/SUBCONTRACTORS:

I hereby certify that:

1. The information provided above is true and accurate to the best of my knowledge.
2. Our DBE certification is current and valid for the duration of this contract.
3. We agree to complete and submit **DBE Form A** (if required) within the timeframe specified in the contract documents.
4. We agree to comply with ALL DBE reporting requirements throughout the entire duration of the contract, including but not limited to:
 - o Monthly progress reports
 - o Payment verification documentation
 - o Subcontractor utilization reports
 - o Any additional reporting as specified in the contract
5. We understand that failure to comply with DBE reporting requirements may result in contract penalties, termination, or debarment from future contracting opportunities.
6. We will notify the contracting agency immediately if our DBE certification status changes during the contract period.

FOR NON-DBE CONTRACTORS:

I hereby certify that:

1. Neither our company nor any of our proposed subcontractors hold current DBE certification.
2. The information provided above is true and accurate to the best of my knowledge.
3. We understand our obligations regarding DBE participation goals (if applicable) and will make good faith efforts to meet such requirements.

SIGNATURE

I, the undersigned, certify under penalty of perjury that the information provided in this form is true and correct. I understand that false statements or misrepresentations may result in contract termination, legal action, and/or debarment from future contracting opportunities.

Contractor Representative:

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be completed and submitted with your bid/proposal. Incomplete forms may result in bid rejection.