



**ADDENDUM  
TO  
RFP No. PDC-RFP-2017-04**

Multidisciplinary Planning Services for  
Hampton Roads Region – Portsmouth and Chesapeake  
Joint Land Use Study

**July 11, 2017**

This addendum is issued to clarify questions received by the Hampton Roads Planning District Commission (HRPDC) pertaining to Request for Proposal (RFP) No. PDC-RFP-2017-04. The July 10, 2017 Pre-Proposal Conference attendance list is also provided in Attachment 1.

**1. In addition to designing the website would the contractor be expected to build the website? Or would the building be handled by the Hampton Roads Planning District Commission?**

Responsibility for specific tasks related to the design, building, or maintaining of a website for the Hampton Roads Region – Portsmouth and Chesapeake Joint Land Use Study (JLUS) will be determined as part of the final contract negotiations.

**2. Can the website be hosted by the contractor?**

No.

**3. Seeing as this website represents a land use study, what kind of mapping and/or GIS functionality is the client expecting on the website if any? This will help us in scoping and budgeting the web development work.**

The extent to which an Offeror proposes to include mapping or GIS functionality is included on the website should be addressed as part of the proposal. The final determination as to how much mapping or GIS functionality is included on the project website will be made as part of the selection process and contract negotiation.

**4. Are the technical and advisory committees the same for JLUS Portsmouth-Chesapeake as they are for the JLUS – Virginia Beach-Norfolk?**

Committee appointees for the Hampton Roads Region – Portsmouth and Chesapeake JLUS will be made at the discretion of the participating cities. Final appointments have not yet been made. It is expected that staff from different departments will participate, but they will not necessarily be equivalent in department or position to those staff participating in other JLUS projects in Hampton Roads, past or present.

**5. What is the definition of “local” in regards to the requirement that Offerors have a local office within the Hampton Roads Planning District?**

The Hampton Roads Planning District is defined as the seventeen (17) member jurisdictions of the Hampton Roads Planning District Commission: Chesapeake, Franklin, Gloucester County, Hampton, Isle of Wight County, James City County, Newport News, Norfolk, Poquoson, Portsmouth, Smithfield, Southampton County, Suffolk, Surry County, Virginia Beach, Williamsburg, and York County.

**6. What role will civil engineering play?**

One of the overall goals for this project is to address the identified challenges from an interdisciplinary perspective. While engineering professional services may not be required, experience with civil engineering may be appropriate or useful for developing recommendations for some of the issues identified in the RFP, including but not limited to transportation, stormwater management, and flooding.

**7. How much weight is placed on the project manager being local?**

The RFP requires all Offerors to have a local office within the Hampton Roads Planning District with sufficient qualified personnel to manage the proposed services. Whether or not an Offeror proposes to use additional personnel from outside the region is up to the discretion of the Offeror and will be considered as part of the overall evaluation of a proposal by the selection committee.

**8. What impact, if any, will staff turnover by the participating localities have on the project timeline?**

While extensions to the project may be required, the HRPDC staff foresees no specific impacts to the project from locality staff turnover at this time.

# **ATTACHMENT 1**

## July 10, 2017 Pre-Proposal Conference Attendance List

## September 19, 2016 Pre-Proposal Conference Attendance List

Name	Organization	Phone	Email
Attendees:			
Billy Almond	WPL	(757) 431-1041	billy@wplsite.com
Ed Corack	Tetra Tech	(757) 466-4908	ed.corack@tetrattech.com
Amelia DaCruz	AECOM	(757) 376-8606	amelia.dacruz@aecom.com
Stephanie Mertig	AECOM	(757) 306-6703	stephanie.mertig@aecom.com
Stephen Stewart	AMT	(757) 561-9031	sstewart@amtengineering.com
HRPDC Staff			
Danetta Jankosky	HRPDC		
Ben McFarlane	HRPDC		