

FAIRFAX COUNTY DEPARTMENT OF TRANSPORTATION (FCDOT)
REQUEST FOR PROPOSAL (RFP)
FOR
BASIC ORDERING AGREEMENT (BOA) CONTRACTS
FOR DESIGN OF MULTI-MODAL TRANSPORTATION IMPROVEMENT PROJECTS

RESPONSES TO QUESTIONS CONCERNING THE RFP

May 5, 2025

Note: See RFP Addendum #1 dated May 5, 2025 for all RFP revisions.

1. Clarify if there is an age limit for projects provided in GSA SF330 Part I, Section F – Team Example Projects.
There is no age limit for projects provided in GSA SF330 Part I, Section F.
2. Clarify if projects can be in design, substantially complete, or must be completely constructed.
Projects can be in any phase and do not have to be completely constructed. Make sure to enter the year completed (block 22) of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).
3. The GSA SF 330 Part I, Section G is usually a one-page matrix showing key personnel/staff and example projects collaboration. Will the County clarify the information being requested for Section G - Key Personnel/Project Manager Example Projects on page 10 of the RFP?
G. Key Personnel/Project Manager Example Projects. Detail example projects demonstrating Key Personnel and Project Manager qualifications to perform the work described in the Scope of Services. Limit examples to five (5) projects per person including graphics; limit one (1) page per project. Relevant projects should match example projects listed in previous section f. (SF 330 Part I, Section G).
Section G has been revised. RFP Addendum #1 has corrected the text to refer to and use the standard table/matrix. Use the standard table/matrix in the GSA SF330 Part I, Section G. Indicate in the matrix/table the key personnel identified in Section E and participated in the ten (10) example projects listed in Section F.
4. Recognizing that there is a 10-page limit for GSA SF330 Part I, Section H – Additional Information, what information would you like to see for non-key staff?
Section H has been revised. There is no need to include information on non-key staff.
5. Is it acceptable to include additional information beyond what you've requested above in order to fulfill the selection criteria listed on page 7 of the RFQ?
Yes. Additional information beyond what has been requested under SF330 Part I, Section H, is acceptable.

2025 FCDOT RFP

BOA Contract for Design of Multi-Modal Transportation Improvement Projects

Questions & Answers

5/5/2025

6. Beyond the org chart, is it permitted for consultants to include 11x17 sheets sparingly in GSA SF330 Part I, Section H? Can we add a table (11" x 17") to respond to the question on project resources under Section H?

No. Consultants to include 8.5" x 11" sheets in Section H.

No. A table on an 8.5" x 11" sheet can be added though.

7. Can you please confirm that it's acceptable for the Section G staff matrix to use two pages if all key staff cannot fit on one?

Yes. SF330 Part I, Section G can use more than one (1) page.

8. [Section 1] Should the electronic copy of the proposal be both emailed and put on a flash drive?

Electronic copy of the Expression of Interest (EOI) should be put on a flash drive and does NOT have to be emailed anymore. The RFP Addendum #1 removed the requirement to email the electronic copies of the EOI.

9. [Section 8] "Organize the EOI in the following order and address the solicitation instructions, evaluation factors, and each element of the Scope of Work: (No additional pages may be included in the EOI)".

Can we include covers and dividers?

Yes. A Cover sheet and dividers can be included.

10. [Section 9.5] If there is no conflict of interest, is a written statement noting such required? Are there any subsequent requirements for this statement (format, content, etc.)?

If there is no conflict of interest, a written statement noting such is required. The statement should be in the form of a letter to the County stating that there is no conflict of interest.

11. [Section 8] Is the intent for the Offeror to include Attachment J (listed as Attachment H in section 8) with the EOI submission or are there any additional requirements with this attachment? Should we have an authorized signer sign the form at the bottom?

RFP Addendum #1, Section 8 – ROI Requirements and the EOI Checklist have been revised to exclude USDOT 1050.2A Appendix A and Appendix E (Attachment K under RFP Addendum #1). Attachment K is included in the RFP for information and use in the preparation of the EOI. No need to sign the Appendices. They can just be acknowledged in your EOI proposal.

12. [Section 8] Is Attachment K needed as part of our bid? Is the intent for the Offeror to include Attachment K (listed as Attachment I in section 8) with the EOI submission or are there any additional requirements with this attachment? If so, do we need to sign or do anything with it since there is nothing to fill out?

RFP Addendum #1, Section 8 – EOI Requirements and the EOI Checklist have been revised to exclude Critical Infrastructure Information/Sensitive Security Information

2025 FCDOT RFP

BOA Contract for Design of Multi-Modal Transportation Improvement Projects

Questions & Answers

5/5/2025

(Attachment L under RFP Addendum #1). Attachment L is included only for information and use during contract execution, if necessary.

13. [Section 8] Which date should be provided for the Public Notice Date in SF 330 Part I (A. Contact Information), since the RFP was posted on 04/09/25 but the front page of the RFP notes 04/10/25?

Use 04/10/25 for the Public Notice Date in SF 330 Part I, Section A (Contact Information).

14. [Section 8] Attachment L is not listed in RFP Section 8, should it be included in the EOI submission and where?

Certification Regarding Ethics in Public Contracting (Attachment M under RFP Addendum #1) is now included under the required EOI submittal components. This requirement is listed both in Section 8 and EOI Checklist (Attachment N under RFP Addendum #1).

15. [Section 8] Is the intent for the Offeror to provide a list of non-professional services included in the scope of work but not explicitly requested?

Yes. offerors to include a list of non-professional services included in the scope of work but not explicitly requested. Nonprofessional services are any services not specifically identified as professional services in the definition of professional services. These would be services that do not require a license.

16. [Section 8] Please confirm if only the font size is restricted to at least 10 as noted in the RFP or if both the font type and size are to be Times New Roman and 10, respectively as noted in the pre-proposal meeting?

Font size is restricted to at least 10-point as noted in the RFP.

17. In order to provide FCDOT with sufficient information regarding the ability of our team to address all Primary and Secondary Services, is there a limit to the number of Key Personnel we include in our SF 330, Part 1, Section E?

There is no limit to the number of Key Personnel included in SF330, Part I, Section E. There is a two (2) page limit per person/resume.

18. Can the County confirm that our project sheets for GSA SF330, Part I, Section F, can be 2 pages per project?

SF330, Part I, Section F (Team Example Projects) should be limited to a maximum of ten (10) example projects including graphics and two (2) pages per project.

19. Do we need to list all subsidiaries or only those relevant for this pursuit? For instance, we have subsidiaries in our architecture department that would not be relevant for this pursuit.

Please list all subsidiaries even if not relevant for this pursuit.

2025 FCDOT RFP

BOA Contract for Design of Multi-Modal Transportation Improvement Projects

Questions & Answers

5/5/2025

20. Do we need to fill out Attachment D as there is nothing to sign? If so, what should we do, sign at the bottom? Can we just acknowledge it elsewhere in our proposal instead of including the full form as part of our proposal?

[Attachment D \(Special Provision for Use of DBEs on Consultant Contracts\)](#) has been removed from the list of required attachments/forms to be included in the EOI proposal (see RFP Addendum #1, Section 8 and EOI Checklist (Attachment N)). This document is included in the RFP for your information and use in the preparation of the EOI proposal. This document does not need to be signed. It can just be acknowledged in your EOI proposal.

21. Do we still need to submit Attachments G and H as mentioned on the checklist on page 72 of the RFP if we are committed to meeting the DBE requirement? Attachments G and H says to only submit them if our bid does not meet the DBE requirement.

[VDOT Forms C-49/C-49 PSC \(DBE Good Faith Efforts Documentation\)](#) have been removed from the required list of EOI proposal attachments/forms. See RFP Addendum #1 Section 8 and EOI Checklist (Attachment N) for the updated list of EOI requirements. [Form C-49 PSC \(Attachment G under RFP Addendum #1\)](#) is only included for information and use during contract execution, if needed.

22. Does Attachment I (DPOR Licenses & SCC Registrations Information Tables) need to be submitted as part of our bid? If so, should this just be completed by the prime consultant?

[DPOR Licenses & SCC Registrations Information Tables \(Attachment J under RFP Addendum #1\)](#) are required components of the EOI and shall be submitted as part of the EOI proposal package by the [Prime and Subconsultants](#).

23. Can the County confirm that Attachment M is only for reference and that we do not need to include it as part of our submission?

[EOI Checklist \(Attachment N under RFP Addendum #1\)](#) is for reference only and is not part of the required EOI list of attachments/forms anymore.

24. Should our EOI be organized according to the Submittal Requirements on pages 9-11 of the RFP? or according to Attachment M EOI Checklist on pages 71 and 72?

[EOI should be organized according to both the RFP Section 8 \(EOI Requirements\) which includes details about each of its components and the EOI Checklist \(Attachment N\) which is a summary of the required documents. Both documents should now match under RFP Addendum #1.](#)

25. RFP page 11, Additional Mandatory Submittals: Please advise/list ALL required forms due at the time of EOI submission for this contract.

[See RFP Addendum #1 Section 8 for an updated list of the EOI requirements.](#)

26. For consultants looking to show multiple Fairfax BOA contracts in the SF330 Section F - Team Example Projects, is it preferred to show these in one project sheet or split into multiple?

2025 FCDOT RFP

BOA Contract for Design of Multi-Modal Transportation Improvement Projects

Questions & Answers

5/5/2025

SF330, Part I, Section F (Team Example Projects) should be limited to a maximum of ten (10) example projects including graphics and two (2) pages per project. Fairfax County BOAs can originate from different County agencies such as FCDOT, DPWES, Capital Projects, Planning, etc. So, you can show the BOAs from each County agency separately in one project sheet (2 pages).