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Clarke County
Joint Administrative Services

To: All firms interested in RFP #20-1020

From: Mike Legge

Date: October 13, 2020

Phone:

Pages: 4 total

Re: Addendum #001 for RFP #20-1020

CC:

ADDENDUM # 001 for RFP #20-1020 HISTORICAL CONSULTING SERVICES-
BATTLE OF BERRYVILLE

In order to answer some questions that we have received in response to RFP #20-1020, the Clarke County Purchasing Office is issuing this Addendum #001.

Vendor Question #1: Is conducting research for the Battle of Berryville at the U.S. Army Heritage and Education Center in Carlisle mandatory or optional? If research in Carlisle is mandatory, what is the estimated number of trips to the facility to gather research?

Answer #1: Although research in Carlisle is not mandatory, offerors should be prepared to go where necessary to successfully conduct research for this project. The offeror's proposal should demonstrate their knowledge and ability to successfully conduct research for this project by indicating where they would conduct their research and which sources would likely be used.

Vendor Question #2: Is there a specific GIS program that must be used?

Answer: GIS data should be delivered in file geodatabase (preferred) or shapefile format.

Vendor Question #3: Does the County want the Vendor to remain and provide support until the SHPO approves the package?

Answer #3: Yes.

Vendor Question #4: How does the County want the finalized research presented for County records?

Answer #4: All reports and forms should be presented to the County by supplying at least three hard copies and an electronic version in Word and PDF format.

Vendor Question #5: How will the County support the Vendor during the process of taking pictures and marking land of Clarke County resident's property?

Answer #5: The County would provide a letter signed by Alison Teetor explaining the project. The selected vendor will be responsible for making calls and scheduling appointments.

Vendor Question #6: Given that the Grant for this project goes until August 2022, does the County expect this project to take that long or is there an earlier deadline on when the project should be completed?

Answer #6: The project does not need to last until August 2022. It can take less time. The selected vendor should propose how long they think they will need to complete the project.

Vendor Question #7: How should the Vendor account for weather delays when determining the timeline and pricing?

Answer #7: Any vendor responding to project of this kind must account for some weather delays. The vendor is responsible for determining their availability and schedule when submitting a proposal of this kind.

Vendor Question #8: Please confirm that a paper copy of the proposal (which contains three (3) copies, one original and two copies) will be delivered in-person to the Clarke County Purchasing Office.

Answer #8: Yes, a sealed proposal must be received in the Clarke County Purchasing Office before the deadline stated in the RFP.

Vendor Question #9: Please specify if there is a page limit for this proposal. If there is a page limit, do resumes count towards the page limit?

Answer #9: There is not a page limit. Proposals should be prepared simply and economically, providing a complete and concise description of capabilities to satisfy the requirements of the RFP.

Vendor Question #10: In attachment B, what is the difference between the Legal Name of Company (as listed on W-9) and Legal Name of the Bidder/Offeror?

Answer #10: This is the same.

Vendor Question #11: Does a vendor need a County/Town business license in order to submit a proposal or does only the selected vendor need one?

Answer #11: A vendor does not need a County/Town business license in order to submit a proposal. The selected vendor may need to get a local business license before starting work. The selected vendor should contact the County Commissioner of the Revenue, Donna Peake, at 540-955-5187 to discuss licenses and permit requirements.

Vendor Question #12: Page 13 of the RFP indicates that the scope of work includes a public information meeting with DHR. Due to current COVID-19 restrictions, does the County anticipate this public meeting will be held virtually? In addition, would the public meeting include only members of CCHPC, their consultant, and DHR or will members of the general public also be in attendance?

Answer #12: The County has been having public meetings, but with limited sizes. Therefore, we anticipate the meeting will be held in person, but with limited attendance. It is likely that this meeting will be open to the public with the possibility of live streaming over the Internet.

Vendor Question #13: Page 13 of the RFP also states that GIS mapping will include the identification of potential areas for future archaeological investigations. Does the county request only areas to potential battlefield resources be identified or are they anticipating the consultant to identify other areas of prehistoric and historic archaeological potential as well?

Answer #13: The County anticipates only sites related to the battle.

Vendor Question #14: Section V, Item A1: Will field visits be conducted from public right-of-way, or will we be allowed access to private property where Civil War features may be present?

Answer #14: The County believes that doing site visits just from the public right-of-way will not be sufficient. The County will provide a letter signed by Alison Teetor explaining the project. The selected vendor will be responsible for making calls and scheduling appointments.

Vendor Question #15: Section V, Item A3: Please clarify this item? Is it different from items A1, A2, and A5?

Answer #15: No, this is the same.

Vendor Question #16: Section V, Item A6: What is the public information meeting and who will be in attendance? Will it be open to the public?

Answer #16: Please see the answer to question #12 above.

Vendor Question #17: Section V, Item A7: Could you provide a sample table of contents or description of expected contents of the draft technical report?

Answer #17: Please look at samples from other similar projects that followed the Secretary of the Interior's Standards for Archeology and Historic Preservation and were presented to the United States Department of Interior, National Parks Service (NPS) and Virginia State Historical Preservation Office. The County is not able to provide a sample.

Vendor Question #18: How many hard copies/pdfs of the draft are required? Will we be responsible for addressing DHR and NPS comments on the draft report? Will we need to produce a final report?

Answer #18: The County is not sure of the NPS requirements for the number of copies. It is likely that the selected vendor will need to address DHR and NPS comments on the draft report and produce a final report.

Vendor Question #19: Item E3c: Can the copy of the example study/report be submitted as an electronic copy (PDF format) on a compact disc instead of as a hardcopy?

Answer #19: Yes, an electronic copy can be submitted.

Please be sure to complete the bottom portion of this and include a signed copy with your proposal form.

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PRINT, PLEASE:

Yes, I acknowledge receipt of this addendum #001 for the RFP #20-1020.

Name _____ Name of Company _____

Street Address _____

City, State, Zip _____

E-Mail _____