

ADDENDUM NO. 1

On-Call Consultant Services — Request for Proposals

Issuing Organization: West Piedmont Planning District Commission (WPPDC)

RFP Issue Date: June 15, 2026

Addendum Date: July 17, 2026

Proposal Deadline: July 31, 2026 at 3:00 PM

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The following are answers to written questions received regarding the West Piedmont Planning District Commission (WPPDC) On-Call Consultant Services Request for Proposals. This Addendum is hereby incorporated into and made a part of the RFP. Where any provision of this Addendum conflicts with the original RFP, this Addendum shall control. All other terms and conditions of the RFP remain unchanged and in full force and effect.

A. Answers to Written Questions Received

Questions have been consolidated and are presented without attribution to the submitting firms.

PROPOSAL STRUCTURE, SERVICE CATEGORIES, AND TEAMING

1. Are firms required to submit for all service categories, or may a firm submit a proposal for only the specific service category or categories it is qualified to provide (for example, a firm interested only in Environmental Services and Sustainability Planning, or only in GIS Services)?

Answer: Firms are not required to propose on all service categories. Proposers should clearly identify and submit for only the service category or categories in which they are qualified. Comprehensive team submittals are encouraged but are not required, and a firm may submit a proposal for a single category.

2. Will firms be selected and awarded by individual service category, and may a firm be awarded a contract under only a single category?

Answer: The WPPDC intends to award contracts to multiple firms across service categories, and proposers may be ranked according to a specific service or category of services. A firm may be awarded a contract under only a single service category.

3. Will firms be evaluated and selected separately for each service category? Within a category, may a firm qualify for only certain listed services, or must it demonstrate the ability to provide the entire category?

Answer: Firms are evaluated and selected by service category, and a firm need not be able to perform every service listed within a category. Proposers should clearly identify the specific services within each category they are qualified to provide and describe those capabilities (see Sections 4.1 and 5.1(b)). A firm will be evaluated on the services it proposes within each category.

4. May a firm submit as a lead/prime for the services it provides while also serving as a subconsultant on another firm's proposal for services it does not provide, or to supplement another firm's services?

Answer: A firm may submit as a prime/lead for the services it provides and may also serve as a subconsultant on another firm's proposal for services it does not provide or to supplement another firm's services.

5. If a firm is included as a subconsultant on another firm's proposal, may that firm also submit its own separate, independent proposal?

Answer: A firm named as a subconsultant on another firm's proposal may also submit its own separate, independent proposal, including for a different service category.

6. Would being named as a subconsultant on one firm's proposal in any way limit that firm's ability to team with or work alongside other firms on future WPPDC task orders?

Answer: Being named as a subconsultant on one firm's proposal does not, by itself, limit a firm's ability to team with or work alongside other firms. Each contract awarded under this RFP is separate. Proposers should note,

however, that subconsultants used on task orders awarded under this program must generally be those identified in the original proposal, unless otherwise approved by the Purchaser (see Section 5.1(e)).

PROGRAM BACKGROUND, PRIORITIES, AND PROJECT HISTORY

7. Are there specific priorities for the On-Call Consultant Program at this time?

Answer: There are no specific priorities for the On-Call Consultant Program at this time. The WPPDC maintains the program so that the WPPDC, the Danville-Pittsylvania MPO, and member localities may contract through the WPPDC for professional and non-professional services on an as-needed basis.

8. Are there particular projects the WPPDC can share for context regarding anticipated needs?

Answer: No specific projects have yet been identified for this procurement. The WPPDC's current on-call contracts end December 31, 2026, and this procurement will establish new on-call bench contracts beginning January 1, 2027.

9. Who are the current incumbent firms providing GIS, planning, engineering, or on-call support to the WPPDC and its member jurisdictions?

Answer: The current on-call bench and on-call program information can be found here:
<https://westpiedmontpdc.org/on-call-consultant/>.

10. How much GIS-related task order work has the WPPDC or its member jurisdictions issued in the past three (3) years?

Answer: The WPPDC does not maintain task order volume aggregated by discipline in a readily reportable form, and the On-Call Consultant Program does not guarantee any minimum quantity of services (Section 7.2(c)). Past task order volume should not be considered indicative of future needs.

SERVICE CATEGORY CLARIFICATIONS

11. Regarding "Stormwater utility feasibility studies and rate structure development" (Scope of Services, page 5): can the WPPDC expand on the anticipated scope of these services?

Answer: WPPDC has a current focus on stormwater infrastructure and flood studies and resulting mitigation projects. As work progresses, WPPDC and member localities may utilize the On-Call Consultant Program on future contracts. This is an as-needed capability, and no specific project is currently planned under this procurement.

12. Regarding "Energy efficiency audits and building performance analysis" (Scope of Services, page 6): can the WPPDC expand on the anticipated scope of these services?

Answer: This refers to the evaluation of energy consumption and building-systems performance in public facilities to identify efficiency improvements, potential retrofits, and cost savings. This is an as-needed capability. No specific facility is currently planned under this procurement.

13. Regarding "Construction engineering and inspections, including building condition surveys and mechanical systems inventory" (Scope of Services, page 6): is there a specific project or example that illustrates this need?

Answer: This is a general, as-needed capability supporting facility-related task orders for the WPPDC and its member jurisdictions. No specific project is currently planned under this procurement.

14. Regarding "Facility condition assessments and asset inventories" (Scope of Services, page 6): does this pertain to a specific building or list of buildings, or is it a general/as-needed capability?

Answer: This is a general, as-needed capability and is not tied to a specific building or predetermined list of buildings.

15. Are GIS services expected to include enterprise GIS / Esri support, or primarily mapping and data production?

Answer: GIS needs are anticipated to span both. The GIS scope includes cartographic and mapping services and data production as well as spatial analysis, database development and maintenance, and web-based and mobile GIS application development. The program is structured to access a range of GIS capabilities on an as-needed basis rather than a single defined engagement.

PROPOSAL REQUIREMENTS, EXPERIENCE, AND COST

16. Is the minimum of three (3) project examples required separately for each proposed service category? May the same project be used to support more than one category, and may current WPPDC On-Call Program assignments be used as examples, with WPPDC personnel serving as references?

Answer: The minimum of three (3) relevant project examples applies to each service category for which a firm seeks to qualify (Section 4.3). A single project may be used to support more than one category where it genuinely demonstrates the relevant capabilities for each. Current WPPDC On-Call Program assignments may be used as project examples, and WPPDC personnel may be listed as references.

17. Section 5.1(g) states that scheduled pricing should not be provided in the proposal, yet also requests sample project budget structures, while Section 6 assigns 10 points to Rate Structure and Cost Approach. What cost information should be included, and how will this criterion be evaluated?

Answer: Proposers should not include scheduled pricing or hourly rates in the proposal (see the note to Section 5.1(g)). For the Rate Structure and Cost Approach criterion, proposers should provide the narrative cost information described in Section 5.1(g): a general description of the firm's rate structure and approach to pricing, the staff classification levels for which rates will later be provided, the anticipated overhead and markup approach, the approach to direct costs and reimbursable expenses, illustrative (non-binding) sample project budget structures, and any rate escalation approach. This criterion is evaluated on the reasonableness, transparency, and demonstrated value of that approach rather than on specific rates.

CREDENTIALS, AUDIT, AND COMPLIANCE

18. Regarding the VDOT pre-award requirement for transportation firms: what documentation should proposers include in their proposals to demonstrate pre-award status and VDOT pre-qualification?

Answer: Per Section 5.1(i), firms already prequalified should provide documentation of their current VDOT prequalification (for example, a copy of the firm's VDOT prequalification approval and/or the acceptance letter for its indirect cost rate). Firms not currently prequalified should indicate their willingness and anticipated timeline to complete the VDOT pre-award process. VDOT prequalification is required before performing transportation task orders but is not a prerequisite to submitting a proposal.

19. Should proposers include DPOR registration information for each key staff member, and do you want copies of each individual certificate?

Answer: Proposers should provide DPOR registration information for the firm and the professional license or registration numbers for key staff, as applicable (Sections 5.1(d) and 5.1(l)). Copies of each individual DPOR certificate are not required with the proposal. WPPDC reserves the right to request copies during evaluation or negotiation.

20. Will FAR audit / VDOT cost requirements apply to non-transportation task orders (for example, GIS task orders)?

Answer: FAR audit and VDOT cost requirements apply to task orders funded through VDOT or other federal transportation sources, consistent with Section 10.1(f) (48 CFR 31 and 23 CFR 172). They do not automatically apply to non-transportation task orders. Applicability is determined by the funding source of each individual task order.

21. Do the VDOT pre-award evaluation, FAR audit data, and Consultant Cost Certification requirements apply to all selected firms, or only to firms performing transportation, engineering, or federally funded services? Do these requirements also apply to subconsultants?

Answer: VDOT pre-award evaluation applies to firms proposing transportation services (Scope of Services note, Section 5.1(i)). The FAR audit data and Consultant Cost Certification described in Section 10.1(f) (48 CFR 31 and 23 CFR 172) apply to firms performing VDOT or federally funded transportation and engineering task orders. They are not triggered for task orders funded solely with local funds. Where a task order is VDOT or federally funded, these requirements extend to subconsultants performing work under that task order. Applicability is ultimately determined by the funding source of each task order.

PROPOSAL SUBMISSION AND FORMS

22. On the Subconsultant Certification Regarding Debarment (Attachment A): may subconsultants provide electronic signatures on the form, or is an original handwritten signature required?

Answer: Electronic signatures are acceptable on the Subconsultant Certification Regarding Debarment (Attachment A). Note that all proposals must still be signed as required by Section 5.1(c).

Proposers should acknowledge receipt of this Addendum in their proposal cover letter or by signing and returning the acknowledgment below with their proposal. Acknowledgment of this Addendum does not substitute for the signature required on the original RFP and proposal documents.

ACKNOWLEDGMENT

_____	Signature
_____	Title
_____	Date
_____	Name of Proposing Firm

END OF ADDENDUM NO. 1