



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

[RVARC.ORG](http://RVARC.ORG)

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Addendum 1

March 13, 2025

## **REQUEST FOR PROPOSALS**

### **UPC #124024 Glade Creek Greenway Phase 3**

Preliminary Engineering

March 14, 2025

1:00 p.m.



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## **REQUEST FOR PROPOSALS UPC#124024 Glade Creek Greenway Phase 3 - Addendum 1**

### **Preliminary Engineering**

The Roanoke Valley-Alleghany Regional Commission is seeking proposals from qualified consulting engineering firms to provide professional engineering services for the Glade Creek Greenway Phase 3 Preliminary Engineering project.

Addendum #1 is being issued to provide additional information and/or to answer the following questions.

### **Section 1: Consultant Questions**

1. *In the Expression of Interest requirements section, item numbers 10 and 11 each indicate a page limit of five pages (total 10 pages). Are these two sections part of the Section H? If not, where should they be placed in the proposal response.*

**In EOI Item #1, the 4th bullet is “Response to RFP Expression of Interest Items 2-1 5.” That is where these items should be located in the proposal response.**

2. *Likewise, Item Number 12 describes a Project Approach limited to two pages. Where should this section be placed in the proposal response?*

**Same answer as question 1 above.**

3. *The Administrative section of the RFP specifies which services are not required. Should we assume that all others will be? Certainly, we would anticipate that geotechnical and surveying work is required. Further, can you clarify the desired level of detail on the Environmental and Permit Drawings? We are unclear about the need/desire for specifications, bridge and structure plans, H&HA analysis, traffic data, scour analysis, and utility plans. Some of these don't appear to be required and some may be required but perhaps not at the 30% level of completion.*

**There would not be any Environmental as part of this project.**



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**Environmental review is not needed, but the design plans need to note any of the site existing and potential environmental concerns due to terrain, tributary, wetland, existing utilities, drainage problem, etc.**

**The cost breakdown for the grant total amount that was applied for in 2021 includes the following:**

- **Design Services (Bridge, Environmental, etc. since there will be a crossing across Glade Creek Tributary).**
- **Surveying/Plat/Deed, etc. of up to eight properties.**
- **Soil boring for up to seven sites.**

4. *Similarly, in Paragraph 15 of the EOI requirements, can you clarify requirements relative to what services are expected at a 30% completion level for the plans. Some of the above services would likely cost more than \$5,000 and we would like to ensure we have the appropriate partners on the team.*

**This is project specific, so that is for the consultant to propose based on the knowledge that the project is brought to a Scoping completion level of development.**

5. *The DBE contract goal is 0%; however, the RFP requests a number of forms that would normally be submitted to document DBE eligibility and participation. Are these forms required with a goal of 0%?*

**The forms would not be required. The federal language still needs to be in the contract, but that should be it. If any DBE subconsultant services are included, please still submit the C-111 form so that VDOT can add the amount to our attainment of FHWA's goal for the Department.**

6. *The consultant short list score sheet includes a category for Present Workload with the Department. Is this the present workload with VDOT? We don't see that this information is specifically included in the required submission and would appreciate clarification on in which section this should be included if required.*

**Present workload is not applicable here. A revised score sheet will be provided and amended to the RFP**

7. *The RFP requires full sized copies of corporate and individual registration. Alternatively, will the appropriate information from the DPOR website documenting registration be sufficient?*

**Yes, DPOR license registration is sufficient**

8. *The portion of the proposed greenway that is on Gus Nicks Boulevard, is that anticipated to be on the street?*



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When the Town of Vinton submitted the Grant Application, the anticipation was to use the existing sidewalk along Gus Nicks as a greenway connector. If any improvements are needed to the sidewalk, this will need to be communicated to VDOT. In addition, we need to consider the proposed reconfiguration of Gus Nicks Boulevard moving forward, as this could open other possibilities for the on-street connection to the greenway. Along North Pollard Street, there will need to be improvements to the existing sidewalks, as well as along West Madison Avenue, depending on whether the trail will go along the street or through the existing privately owned parcels, and/or the existing public easement.

9. *Have any of the property owners been engaged, or are they aware of the proposed project?*

Not at all. There are concerns about engaging property owners too soon, and it is important to be careful when discussing right-of-way negotiations. We must ensure that discussions about property purchases occur only after final designs are approved. There has not been a community meeting, nor has there been outreach to the potential property owners who will be impacted. We are seeking a firm with experience in right-of-way negotiations, particularly those involving easements across private parcels.

As part of the project, the consultant may need to engage with property owners; however, they must have experience in communicating project information carefully. It is critical that we do not begin or make any assumptions about property acquisition before the final designs are completed.

10. *Does this project take the design all the way to Final Design or only 30%?*

Only up to 30% design. But we would like the property owners to be informed at this stage, as the goal is connecting the Town's greenway to the Roanoke County's Glade Creek Greenway Phase 4 that is currently under construction in Vinyard Park.

11. *Do you have an engineering consultant that has performed or is performing engineering design work for Phase 1, Phase 2B, Phase 2A, and Phase 4?*

- **GCG Phase 1 – Vinton: Completed in May 2017 – PE and CEI services by WW Associates.**
- **GCG Phase 2A – Vinton: Completed in April 2021 – PE & CEI services by Hurt & Proffitt.**
- **GCG Phase 2B – Vinton: Schedule to be completed by end of April 2025 – PE & CEI Services by Hurt & Proffitt.**
- **Glade Creek Greenway Phase 4 in Vinyard Park West was designed by Roanoke County staff. Holt is constructing the greenway and MBP is handling the CEI.**

**MEMBER GOVERNMENTS:** Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke  
Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



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## Section 2: Forms

*The following form will replace the CONSULTANT SHORT LIST SCORE SHEET, included in Appendix A of the UPC# 124024 RFP – Glade Creek Greenway Phase 3 Preliminary Engineering.*

**Glade Creek Greenway Phase 3 Preliminary Engineering  
RFP # 124024 - Consultant Evaluation Sheet**

SELECTION CRITERIA	VALUE	SCORE	COMMENTS
Quality & Clarity of Proposal	15		
Specific Experience, Professional Competence, and Qualifications of the Proposing Firm and Personnel in Providing Similar Services	25		
Demonstrated Understanding of the Work to be Performed	40		
Methodology	15		
References	5		
<b>Total</b>	<b>100</b>		

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Vendor: \_\_\_\_\_