



March 30, 2017

**ADDENDUM #1**

**RFP 17-03 DESIGN SERVICES – MAPLE AVENUE DESIGN GUIDELINES**

**\*\*\*\*\*ATTENTION BIDDERS\*\*\*\*\***

(To be completed and returned with bid response)

1. Change to Section 4, A. Coordination – First paragraph shall read:

It is anticipated that the community will provide input on issues such as architectural styles, streetscape design requirements, public spaces, and impacts on the character of the community. This information, along with input gathered in the 2016 citizen survey, will provide the consultant with direction when creating design concepts.

2. Additional terms and conditions to be added to this RFP:

Any consultant selected to provide the professional service and prepare Design Guidelines for the Town's downtown Central Business Corridor shall not be employed or provide professional services for any property owner/developer with an active application for commercial rezoning or commercial redevelopment in the Town of Vienna. However, prior employment or prior consulting for any such owner/developer on an application for commercial rezoning or commercial redevelopment in the Town shall not disqualify any potential consultant from submitting a proposal pursuant to this RFP.

3. Pages 16 and 17 have been revised with a change to the header title and are attached to this addendum.

4. Q: What's open for redevelopment in terms of streetscape?

*A: To continue what is already there, but we will take ideas to complement the existing streetscape.*

5. Q: In terms of signage, should we (the vendor) have a signage consultant?

*A: The sign component has been necessitated by Board of Architectural Review (BAR). Board would like to establish clear guidance on submittal material examples based on the current application trends and best practice in the industry. This will be utilized like resource guide for the sign applicants so it should be user friendly with application process information. This is a component of the whole design guidelines and it is up to the lead consultant.*

6. Q: What level of detail do you want for the 3-D modeling?

*A: Computer generated 360 degree view of an intersection mid-parcel condition, to give people a sense of what we are looking for. This tool will be used for the articulation of the façade design, transition to the existing neighborhood, etc.*

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7. Q: In terms of Public Engagement – what is the level of effort you are anticipating?  
*A: Five to seven meetings, which may include Work Sessions, Board of Architectural Review, Planning Commission, Business Association meetings, and a final presentation to Council.*
8. Q: What type of use is along Maple Ave?  
*A: Retail, office space, residential, Commercial – use the MAC Guidelines. Current use is predominantly retail use.*
9. Q: Is the Streetscape limited to Maple Ave?  
*A: The main focus will be definitely Maple Ave. however, to make smooth transition to the side street and looking at the future development cohesively, the streetscape from the side street will be considered.*
10. Q: Does VDOT Maintain Maple Ave?  
*A: The Town maintains Maple Avenue with VDOT grants.*

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

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NAME AND ADDRESS OF VENDOR:

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PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE:

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*Please Print*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## EXCEPTIONS TO RFP

Name of Offeror: \_\_\_\_\_

RFP Title: \_\_\_\_\_

**Please list any deviations to RFP specifications below:**

[illegible]

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PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY  
RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Town, as applicable.

If this quote for goods or services is accepted by the Town of Vienna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

\_\_\_\_\_  
Legal Name of Company (as listed on W-9)

\_\_\_\_\_  
Legal Name of Offeror/Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name

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