



City of Virginia Beach

VBgov.com

ECONOMIC DEVELOPMENT
(757) 385-6464 (OFC)
(757) 499-9894 (FAX)

4525 MAIN STREET
SUITE 700
VIRGINIA BEACH, VA 23462

To: All Bidders

RE: Addendum #2, ED-26-01, And RFQ for Planning and Urban Design Services Annual Service Contract

Date: 06/29/2026

Below are the questions Economic Development has received regarding this solicitation to date, and the subsequent responses.

#	Question	Response
1	Many of the subconsultant forms reference dollar amounts and cost estimates. Since an exact project has not been defined, what is the best way to properly complete these forms? Should we use a percentage rather than actual fee amount?	Anticipated percentage is acceptable.
2	Do you plan to award the contract to multiple firms?	One or more contracts may be awarded.
3	Can you confirm which form(s) are required to include in the submission?	All required forms can be found here: https://yesvirginiabeach.com/business-support/infrastructure-and-development-projects/solicitations/planning-and-urban-design-services-rfq Please look under the Required Submittals Section.
6	Can resumes be a part of the appendix?	Yes, resumes can be a part of the appendix.

7	Does the cover page, table of contents, and section dividers count towards the page count?	The cover page, table of contents, and section dividers do not count towards the page count.
8	I wanted to ask what the page and font size is, if there is one, for the RFQ #ED-26-01, Planning and Urban Design Services proposal.	The pages can be 8x11 or 11x17. The font needs to be at least 12-point font.
9	The RFQ emphasizes translating urban design into economic vitality and inclusive prosperity. Are there specific targeted industries (e.g., maritime, cybersecurity, bio-health) or demographic shifts that the Department of Economic Development would like future planning and urban design tasks to prioritize?	There is no guarantee on the work that will be performed. However, please see more information on our target industries here on our website: https://yesvirginiabeach.com/industry-hubs
10	The RFQ highlights a desire for tactical urbanism and smart technologies in placemaking. Does the City have established permitting mechanisms for temporary interventions, or would the selected consultant be expected to assist in developing those processes? Additionally, would the City be receptive to recommendations regarding expedited permitting workflows and digital submission methods?	The selected consultant team could be asked to assist with obtaining permits and approvals as necessary for project through the Planning and Community Development Department processes.
11	To what extent will the urban design services under this contract support currently funded Capital Improvement Program (CIP) projects versus the development of long-range planning and visioning efforts intended to inform future funding cycles?	This contract could support both CIP and long-range planning efforts. There is no guarantee for the work that may be performed, but please see the work that was completed during the last term and presented at the presubmittal conference .
12	The RFQ references resiliency planning efforts and the integration of sustainable practices such as SITES and low-impact development (LID). Will the selected consultant be expected to perform environmental site assessments and hydrologic/stormwater analyses, or will relevant technical data be provided by the City or its existing consultants?	There is no guarantee for the work that may be performed, but those services could be requested.

13	The RFQ mentions community and stakeholder engagement. Given the multi-year nature of this on-call contract, does the City envision a consistent engagement framework across assignments, or will outreach approaches be determined on a task-order basis?	We envision the approach to stakeholder engagement will be determined on a task-order basis.
14	Section 4.0 outlines a maximum response length of 20 double-sided pages. Can the City confirm whether administrative materials, including the Letter of Interest, Form CVAB-E2 (SWaM Plan), certificates of insurance, and divider tabs, are excluded from the page count?	Yes, Letter of Interest, Form CVAB-E2 (SWaM Plan), certificates of insurance, and divider tabs, are excluded from the page count.
15	Given that specific task-order scopes have not yet been defined, will evaluation of Selection Criterion (f), "Identification of SWaM-certified firms," be based on the proposer's demonstrated commitment to SWaM participation and teaming approach, or are respondents expected to identify specific participation percentages on Form CVAB-E2 at the time of submission?	Estimated percentages are acceptable.
16	The RFQ indicates that multiple consultants may be selected for this Annual Services Contract. Does the City anticipate assigning task orders based on specialized service areas (e.g., planning, urban design, landscape architecture), or will assignments be distributed through another process?	Task order will be based on the needed services and can range from specialized areas to larger multi-disciplinary project requests.
17	What appear to be hyperlinks on page 6 do not seem to be working. Can those links be shared with the addendum?	Yes, all hyperlinks and required submittal pages can be found here: https://yesvirginiabeach.com/business-support/infrastructure-and-development-projects/solicitations/planning-and-urban-design-services-rfq
18	To ensure we meet your submission requirements, could you confirm whether hard copies of the proposal are required?	Yes, hard copies are required for this RFP Submission.

19	Could you please confirm whether the cover, tabs, table of contents, and appendix are excluded from the 20 double-sided pages?	Yes, cover, tabs, table of contents, and appendix are excluded from the 20 double-sided pages.
20	Could you please confirm whether resumes may be included in the appendix and excluded from the 20 double-sided page limit?	Yes, resumes may be included in the appendix and are excluded from the 20 double-sided page limit.
21	Could you please clarify how to “indicate which and at what level of involvement is anticipated” for key staff under Section 4.2 (Team Profile), given that the contract is for multiple potential on-call projects?	If there will be a prime, POC for this contract, or project manager, please identify them and how much involvement they will have on the anticipated services being offered.