



ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION

REQUEST FOR PROPOSALS ADDENDUM NO. 1 — QUESTIONS AND ANSWERS

Waterway Characterization Services

Channel Condition Assessment and Characterization
Eastern Shore of Virginia

Issue Date	September 16, 2026
Proposals Due	October 16, 2026 at 3:00 PM EST
RFP Number	ANPDC-DMMI-WC-2026-01
Issuing Agency	Accomack-Norhampton Planning District Commission
Project	Eastern Shore Dredged Material Management Initiative (DMMI 3561)
Funding Source	Virginia Waterway Maintenance Fund, administered by VMRC
Submission	eVA or sealed physical delivery; see Section IV

PROCUREMENT REPRESENTATIVE

Kellen Singleton, Coastal Project Manager
Accomack-Norhampton Planning District Commission (A-NPDC)
PO Box 417, 23372 Front Street, Accomac, Virginia 23301
(757) 787-2936, ext. 114
ksingleton@esvaplan.org

All responses to this RFP and any resulting contract shall be consistent with and governed by the Virginia Public Procurement Act.

The A-NPDC is an Equal Opportunity Employer and is committed to ensuring no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964.

ADDENDUM NO. 1 — QUESTIONS AND ANSWERS

This Addendum No. 1 is incorporated into and made part of the RFP. Offerors shall acknowledge applicable addenda in accordance with the solicitation. Except as expressly amended below, all other terms, conditions, requirements, and due dates of the RFP remain unchanged.

The following responses address written questions received through the October 2, 2026 question deadline. In the event of a conflict between this Addendum and the original RFP, this Addendum controls.

1. Formal Amendment to Appendix E

Appendix E - Priority Waterway List and Mapped Extents is amended by deleting the final two sentences in their entirety:

“Offerors shall price on a per-waterway unit basis as described in Section II. Pricing submitted in response to this RFP shall remain applicable to waterways subsequently designated under this Contract.”

The deleted language is replaced with the following:

“Initial proposals shall not include proposed fees, hourly or unit rates, cost estimates, man-hour estimates, or other pricing. Following qualification ranking, A-NPDC will negotiate scope and fair and reasonable compensation in accordance with Sections I.E, III.8, and V. Waterway-specific compensation will be established through the applicable negotiated agreement and task order before work is authorized.”

This amendment resolves the inconsistency between Appendix E and the qualifications-based procurement requirements in Sections I.E and III.8. No pricing is required or permitted with an initial proposal.

2. Questions and Answers

Q1. Are there any incumbents for this contract?

A. No. There is no incumbent contractor for the field-based services being procured under this RFP. A-NPDC has consultants supporting other parts of the broader DMMI and CARP efforts, but those scopes are separately contracted and are expressly excluded from this procurement under Section I.C.

Q2. Do non-substantive tab or divider pages count toward the 25-page proposal limit?

A. No. Non-substantive tab or divider pages used only to organize the proposal will not count toward the 25-page substantive narrative limit in Section III. If a tab or divider page contains substantive proposal content, that content will count toward the applicable page limit. Tab or divider pages may not be used to circumvent the page limit.

Q3. Are there formatting or structure preferences for references and representative work samples? Are additional hyperlinks permitted?

A. No additional format is prescribed beyond Section III. Offerors may provide up to three references and up to five pages of representative technical work samples as stated in the RFP. Hyperlinks may be included as supplemental convenience, but material an Offeror wants considered in the evaluation should be included in the submitted proposal. A-NPDC is not obligated to access external websites during evaluation, and hyperlinks may not be used to circumvent the proposal page limit.

Q4. Is a Virginia Professional Land Surveyor (PLS) required?

A. The RFP does not impose a blanket requirement that every Category A Offeror have a Virginia PLS. Appendix A.1 requires regulated professional services to be offered and performed under the responsible charge of an appropriately licensed Virginia professional for the discipline actually being provided, with applicable business registration and individual credentials maintained when required by law. Each Offeror is responsible for determining and maintaining the professional licensure required for the services it proposes. Where an authorized assignment constitutes regulated land surveying under Virginia law, the appropriate Virginia land-surveying licensure is required.

Q5. May a Virginia-licensed Professional Engineer serve as the responsible professional for services proposed under Categories A, B, and C? May hydrographic survey services be performed by a qualified hydrographer under the responsible charge of a Virginia-licensed Professional Engineer?

A. A Virginia-licensed Professional Engineer may serve as the responsible professional for services that fall within the lawful scope of that license. The RFP does not designate a single professional license as sufficient for every service that may be authorized under Categories A, B, or C. Qualified hydrographers, technicians, operators, processors, and specialist subconsultants may perform supporting work under the direction and QA/QC procedures of the appropriately licensed responsible professional. If particular survey activities constitute regulated land surveying under Virginia law, the appropriate Virginia land-surveying licensure applies.

Q6. Are topographic surveys of adjacent shorelines, landings, or placement areas expected in addition to the hydrographic surveys?

A. Not as a standing requirement of the core hydrographic scope. Section II identifies additional or alternative survey methods, including UAS-based topographic survey, as related services that may be authorized where conditions or placement-design needs warrant. If such work is authorized, the applicable task order will establish its extent, intended use, accuracy requirements, and deliverables.

Q7. Section III.8 states that initial proposals should not include a cost proposal, while Appendix E states that Offerors shall price on a per-waterway unit basis. Is pricing required with the initial proposal?

A. No. Initial proposals shall contain no proposed fees, hourly or unit rates, cost estimates, man-hour estimates, analyte pricing, or separate cost proposal. Compensation will be negotiated after qualification ranking in accordance with Sections I.E, III.8, and V. Appendix E has been formally corrected by Section 1 of this Addendum.

Q8. How many fully qualified Offerors per category does A-NPDC anticipate selecting? Section V refers to “at least two.”

A. A-NPDC anticipates awarding up to two contracts in each category, subject to qualifications, successful negotiation, program needs, and available funding. The Section V reference to “at least two” concerns discussions with at least two fully qualified Offerors per category when available; it does not establish a minimum number of contract awards.

Q9. For purposes of the schedule and response-capacity criteria, can A-NPDC provide a representative timeline for initiating Category A or Category B field operations? Is work anticipated on a pre-planned seasonal basis?

A. A-NPDC has not established a single seasonal mobilization schedule or uniform start period for Category A or Category B work. Offerors should describe realistic availability, anticipated start time, workload management, and their approach to weather, tides, seasonal constraints, and field contingencies. Each authorized task order will establish the project-specific start, schedule, sequencing, and milestones. Work may be phased as priorities and funding allow.

Q10. For Category B sediment sampling, does A-NPDC have an estimate of typical dredge-prism depths for the potential waterways, or will those depths be provided with Appendix E or later project information?

A. A-NPDC is not establishing a single typical dredge-prism depth for purposes of the initial qualifications proposal. Waterway-specific channel dimensions and authorized depths, where established, will be provided through Appendix E or other project information furnished before negotiation and authorization of the applicable task order. Initial proposals should address qualifications, approach, and capability rather than waterway-specific pricing.

Q11. Does A-NPDC have a preliminary target sampling density, such as cores per linear foot of channel or per volume of material?

A. No fixed cores-per-linear-foot or cores-per-volume sampling density is prescribed. Appendix A.3.1 requires the Consultant to propose sample methods, stations, density, and depths in the Sampling and Analysis Plan based on channel extent, site history, stratigraphy, and anticipated placement-data needs. The proposed investigation will be reviewed for consistency with the authorized task order and project objectives before field activities begin.

3. Continuing Requirements

All other requirements of RFP ANPDC-DMMI-WC-2026-01 remain in effect. Offerors are responsible for reviewing and acknowledging this Addendum and any subsequent addenda posted through eVA and the A-NPDC website. Proposals remain due October 16, 2026 at 3:00 PM Eastern Time.

Issued by:

Kellen Singleton, Coastal Project Manager / Procurement Representative
Accomack-Northampton Planning District Commission
ksingleton@esvaplan.org | (757) 787-2936, ext. 114