**ADDENDUM # 4 TO RFP #** **0058028**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (**Virginia Tech)

**Procurement Department** (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

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| --- | --- |
| DATE  December 17, 2018 | DUE DATE AND HOUR  January 23, 2019 @ 3:00pm |

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| ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Reed Nagel Team Lead for Facilities Support  E-MAIL ADDRESS: nagelr@vt.edu TELEPHONE NUMBER (540) 231-5240  FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221 |

Facilities Project Management Services

1. The following inquires have arisen as a result of this RFP.

Would Virginia Tech consider requesting the price proposal in an alternate format to percentage of project cost? Because projects of the same value can require very different levels of effort, it is difficult to estimate the cost of providing project management services as a percentage of project costs. That is particularly true for the projects with the projected values in the RFP. Would Virginia Tech consider asking offerors to propose fully-loaded hourly rates for proposed personnel?

RESPONSE: As stated in the RFP, Virginia Tech is open to alternative methods of price proposals.

How many full-time personal are currently working under the existing contract?

RESPONES: There are currently 10 Full-time project managers on staff.

Does Virginia Tech expect the winning firm(s) to retain any personal under the current contract?

RESPONSE: The current project management effort is staffed solely by the incumbent Contractor. Virginia Tech has no control over the staffing for the third party project management firm. It is expected that the Contractor(s) would provide the staffing required to properly manage these projects on behalf of Virginia Tech.

Does Virginia Tech have a projected number of projects for Fiscal Year 2019?

RESPONSE: The number of future projects will vary depending on the needs of the college and the University. The RFP and the figures provided therein provide a historical average for reference. However, the actual number will vary depending on need.

1. All other terms, conditions and descriptions remain the same.
2. No further inquiries will be accepted at this time.

I acknowledge that I have read and understand this addendum in its entirety.

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Signature Date