



RFP No. 100323-FY26-01
UNDERGROUND STORAGE TANK INSPECTION, MAINTENANCE AND
REPAIR SERVICES

ADDENDUM NO. 1

MARCH 11, 2026

ITEM NO.1: PRE-PROPOSAL MEETING ATTENDEES

- The attendees of the non-mandatory pre-proposal meeting included representatives from the following firms: Subsurface Technologies, Total Environmental Concepts and Petroleum Group.

ITEM NO. 2: PRE-PROPOSAL MEETING OVERVIEW

A non-mandatory pre-proposal meeting was held on Wednesday, March 4, 2026 at 1:00PM via Microsoft Teams.

The Town's Buyer provided an overview of the following procurement information:

- All information regarding this project can be found on the Town's Bid Board:
<http://www.leesburgva.gov/bidboard>
- To receive updates, such as addenda, please register to receive updates on the Town's Bid Board
- Question deadline is 5:00 p.m. on Friday, March 6, 2026
- Up until contract award, **all** questions must be submitted in writing to: bidquestions@leesburgva.gov
- Unless modified via addendum, proposals are due on Thursday, March 19, 2026 @ 3:00 p.m. ET
- Proposal Submission:
 - Proposals must be submitted to the Commonwealth's eProcurement website, eVA
 - **No** late proposals will be accepted.
- Proposal Submittal Instructions (Page 6-10)
- Evaluation Criteria
 - Firm Experience – 30%
 - Key Personnel Experience – 20%
 - Understand and Approach to the Statement of Needs – 20%
 - Price Proposal – 30%
- Proposal Evaluation and Award
 - A committee will evaluate, and rank proposals based upon the evaluation criteria. Discussions/Negotiations with proposers may be required.
- Town of Leesburg Demographic Survey (optional)
 - In an effort to help the Town evaluate access to public meetings, a demographic survey is available at: <https://portal.laserfiche.com/h4073/forms/DemoSurvey>.
 - The demographic survey is strictly voluntary and anonymous.

ITEM NO. 3: PRE-PROPOSAL MEETING STATEMENT OF NEEDS DISCUSSION

The Town's Utilities Department described the Statement of Needs as described in the RFP.

- The Town of Leesburg is soliciting proposals from qualified firms to provide testing, inspection, maintenance and repair services of four diesel fuel remote site underground storage tanks and automatic tank gauging systems.
- Statement of Needs (Page 4-6)
- PowerPoint – See Attachment B of this Amendment

ITEM NO. 4: QUESTIONS AND RESPONSES

Interested offerors shall be mindful of the following responses to questions received:

1. In the specifications, there is a requirement that the Principal have a Virginia Professional Engineer's License. This RFP doesn't have any design or functions that require a P.E., nor does the work requested require a P.E., either by the state of VA or the Federal Requirements. Can you confirm?

RESPONSE: Refer to Question 3 of this Addendum.

2. Is hydrostatic testing included among the tests you require to be performed annually? If so, there does not appear to be a line item provided for pricing this service.

RESPONSE: Yes. Refer to Item No. 5 of this Addendum for the revised Pricing Form.

3. Our principal does not currently hold a Virginia Professional Engineer's license; however, we are able to subcontract a licensed engineer for any design-related issues that may arise. Please confirm whether this approach would be acceptable. It is uncommon for most construction and testing firms to directly hold this license.

RESPONSE: Yes, a Virginia licensed sub-contract may be hired to complete any design work. Please include their information with your proposal.

ITEM NO. 5: PRICING FORM REVISIONS

Interested offerors shall provide pricing to the Town using the revised pricing form, Attachment A, to this Addendum.

Offerors must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Proposal or your proposal may not be considered.

*For the Town of Leesburg,
Kelly Hall, CPPB, VCO
Buyer II
Town of Leesburg, Virginia
Email: kneff@leesburgva.gov
Bid Board: <http://www.leesburgva.gov/bidboard>*

ATTACHMENT A

PRICING FORM

RFP NO. 500640-FY26-37

UNDERGROUND STORAGE TANKS INSPECTION, MAINTENANCE & REPAIR SERVICES

Item No.	Description of Services	Estimated Quantity	Unit of Measure	Unit Price	Extended Price (Est. Quantity X Unit Price)
1	Hourly Labor Rate for Routine Repair Services (Monday – Friday, 7:00 a.m. – 4:00 p.m.) Engineer	100	Hours	\$ _____	\$ _____
2	Hourly Labor Rate for After Hours, Weekend and Emergency Repair Services (Monday – Friday, 4:01 p.m. – 6:59 am). Engineer	50	Hours	\$ _____	\$ _____
3	Hourly Labor Rate for Routine Repair Services (Monday – Friday, 7:00 a.m. – 4:00 p.m.) Skilled Technician	100	Hours	\$ _____	\$ _____
4	Hourly Labor Rate for After Hours, Weekend and Emergency Repair Services (Monday – Friday, 4:01 p.m. – 6:59 am). Skilled Technician	50	Hours	\$ _____	\$ _____
5	Annual Spill Bucket Hydrostatic Testing (Four Stations)	1	Lump Sum	N/A	\$ _____
6	Annual Turbine Sump Hydrostatic Testing (Four Stations)	1	Lump Sum	N/A	\$ _____
7	Annual Overflow Testing (Four Stations)	1	Lump Sum	N/A	\$ _____
8	Annual ATG Certifications (Four Stations)	1	Lump Sum	N/A	\$ _____
9	Annual Return Line Tightness Testing (Four Stations)	1	Lump Sum	N/A	\$ _____
Total Proposed Price (Sum of Items 1-9)					\$ _____

Proposed prices shall include all labor, supervision, tools, equipment, transportation (including fuel, tolls, etc.), permit and licenses, and management to perform the services as stated herein.

By: _____ Title: _____ Date: _____

UNDERGROUND STORAGE TANK

Inspection, Maintenance, and
Repair

(RFP No. 500640-FY26-37)



SCOPE

The Town of Leesburg is soliciting proposals from qualified firms to provide testing, inspection, maintenance and repair services of four diesel fuel remote site underground storage tanks and automatic tank gauging systems. Please refer to Appendix A. The four sites are:

- CATTAIL BRANCH PUMP STATION (CBPS)
- GOOSE CREEK PUMP STATION (GCPS)
- POTOMAC PUMP STATION (PPS)
- TUSCARORA HIGH SCHOOL PUMP STATION (THSPS)

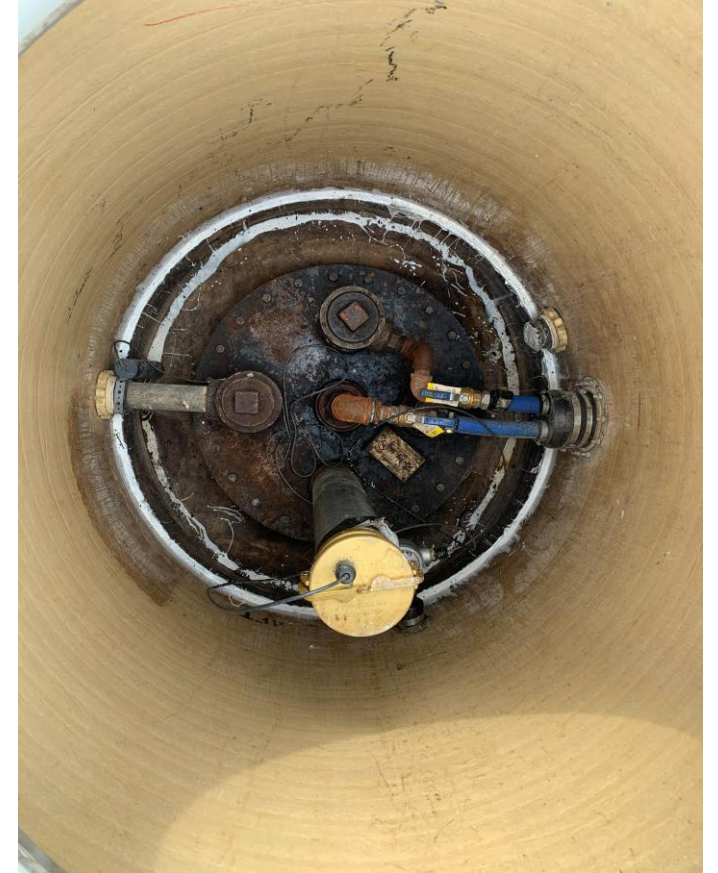
CATTAIL BRANCH PUMP STATION



Building Exterior



Fill Valve Spill Bucket



UST Tank

GOOSE CREEK PUMP STATION



Building Exterior



Fill Valve Spill Bucket



UST Tank

POTOMAC PUMP STATION



Building Exterior



Overview of Tank



Supply Return Lines

TUCARORA HIGH SCHOOL PUMP STATION



Building Exterior



UST Transition



Supply
Return Lines



Fill Valve
Spill Bucket

Thank you

Dan Showman, Deputy Plant Manager

Town of Leesburg

Water Pollution Control Division



QUESTIONS?

CONTACT:

Kelly Hall, CPPB, VCO

Buyer II

Phone 703-771-6501

Email: BidQuestions@leesburgva.gov