



# CITY OF SUFFOLK

## PURCHASING DIVISION

P.O. BOX 1858, SUFFOLK, VA 23439-1858, PHONE (757) 514-7520 FAX (757) 514-7524

### ADDENDUM #1 REQUEST FOR PROPOSAL

### ARCHITECTURAL/ENGINEERING SERVICES TRAFFIC SIGNAL RETIMING

ACCEPTANCE DATE: Prior to 5:00 p.m., June 1, 2012 "Eastern Standard Time"

RFP NUMBER: 2012 - 00107

ACCEPTANCE PLACE: Department of Finance  
Purchasing Division, Room 105  
441 Market Street  
Suffolk, Virginia 23434

Requests for information related to this Proposal should be directed to:

Linda S. Story, CPPB  
Purchasing Agent  
(757) 514-7523  
Email address: [lstory@suffolk.va.us](mailto:lstory@suffolk.va.us)

This document can be downloaded from our web site:  
[www.suffolkva.us/bids/index.jsp](http://www.suffolkva.us/bids/index.jsp)

Issue Date: 05/24/2012

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

**If you have obtained this bid document from the City's website or a source other than the City of Suffolk, contact the Purchasing Division prior to submitting your bid to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the bidder is not listed as a prospective bidder.**

The RFP is amended to remove the following evaluation criteria :

“capability to provide aesthetic design features in keep with the City and community goals for a quality outcome”

The evaluation criteria should have read as follows:

## **6. EVALUATION CRITERIA**

The City will review each proposal and verify the claims and credentials of each offeror. Evaluation of proposals for the selection process will include the following criteria: professional qualifications of staff assigned; specialized experience in the type of work required; familiarity with project and conceptual approach proposed to address those requirements; quality of past performance on similar projects; experience and qualifications of any consultants; evidence of cost control effectiveness; current volume of work that could affect ability to complete the work on time; and demonstrated ability for a high degree of public participation and related coordination for input and resolution of project issues. The procurement of these services shall be in accordance with procedures of the Virginia Public Procurement Act, Section 2.2-4301.3(a).

Acceptance date of the RFP shall remain June 1, 2012 NLT 5:00 p.m.

**EVALUATION MATRIX  
ARCHITECTURAL/ENGINEERING  
TRAFFIC SIGNAL RETIMING**

FIRM: \_\_\_\_\_

- SCORING:**
- 8 - 10** Points = Outstanding
  - 4 - 7** Points = Meets expectations/fully qualified with adequate experience
  - 1 - 3** Points = Minimal experience; less than expectations or desired level/ insufficient documentation
  - 0** Points = Not documented/Not acceptable

	<b>SCORE</b>
<b>1. Professional qualifications of staff assigned</b>	_____
<b>2. Specialized experience in the type of work required</b>	_____
<b>3. Familiarity with project and conceptual approach Proposed to address those requirements</b>	_____
<b>4. Quality of past performance on similar projects</b>	_____
<b>5. Experience and qualifications of any consultants</b>	_____
<b>6. Evidence of cost control effectiveness</b>	_____
<b>7. Current volume of work that could affect ability to complete the work on time.</b>	_____
<b>8. Demonstrated ability for a high degree of public participation &amp; related coordination for input and resolution of project issues.</b>	_____
<b>TOTAL</b>	_____

Rater: \_\_\_\_\_ Date: \_\_\_\_\_