



# **CITY OF SUFFOLK**

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## **ADDENDUM NO. 1**

**City of Suffolk**  
**RFP #2014-00030-CN**  
November 14, 2013

**Purchasing Division**  
**441 Market Street, Room 105**  
**Suffolk, VA 23434-5237**  
**Phone: (757) 514-7520 / Fax: (757) 514-7524**  
<http://www.suffolkva.us/purchasing>

## **RIGHT OF WAY CONSULTING SERVICES**

The Request for Proposal (RFP) for Right of Way Consulting Services issued November 6, 2013 has been amended/clarified as follows:

### **Page 4, Section 1 - Purpose**

Add the following statement: "The City reserves the right at all times to perform the work in-house or by going off contract to other resources if it is perceived in the City's sole judgment to be in the City's best interest."

### **Page 12, Section 7 – Closing Services as assigned by the City**

Add the following statement as clarification of the services requested under this Section:

"It is the intent of the City to handle the majority of closing services through the City Attorney's Office; however, should workload and time restrictions require, the City may, as an option, request that the Consultant provide these services.

### **Page 19, Section 9 – Evaluation and Award Criteria**

Delete 1<sup>st</sup> and 2<sup>nd</sup> paragraphs after Item E. Replace with the following:

"Once the Evaluation Committee has read each proposal, they will, by use of the weighted criteria, rank the proposals for each particular discipline. This ranking will be used to select firms for further consideration, thereby creating a "short list." At this point, the Evaluation Committee will conduct interviews and/or discussions with the top ranked firms in each category.

Negotiations shall then be conducted with each of the offerors so selected. After negotiations have been conducted with each offeror, the City will select the offeror or offerors, which, in the City's sole opinion, have made the best proposal or proposals in their respective category. An award will be given to those firms. Should the City determine, in its sole discretion, that one offer is clearly more qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award shall be based upon the strengths and weaknesses as perceived by the Evaluation Committee as they relate to the evaluation criteria. The City reserves the right to refuse all offers. Once determination of an award is made, the file will show a consensus of the Committee relating to the perceived strengths and weaknesses of each offer in each category or discipline. This consensus shall constitute the basis of award(s).

Award may be made to multiple offerors based upon each respective discipline and those firms submitting for those categories. Likewise, multiple awards may be given in each respective discipline to assure adequate coverage and availability during times of heavy workflow.

The Offeror will be required to acknowledge his/her receipt and acceptance of Addendum #1 by submitting the addendum with their PROPOSAL.

The date for acceptance of proposals will remain at 5:00 p.m. December 12, 2013.

If you have any questions regarding this Addendum, please contact Cindy Norfleet, Senior Buyer, at (757) 514-7522.

**Acknowledged by:** \_\_\_\_\_ **Date:** \_\_\_\_\_