



CITY OF SUFFOLK

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ADDENDUM NO. 2

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 following questions related to the Request for Proposals for Right of Way Consulting Services were raised at the Pre-Proposal Conference held Thursday, December 21, 2013. The City's response is as follows:

1. **QUESTION:** Since proposals will be submitted electronically, how will the offeror know if their proposal has been received?
ANSWER: Currently, we are unable to electronically send a confirmation of receipt; however, the offeror may contact the Purchasing Division at (757) 514-7520 or the Senior Buyer at (757) 514-7522 who will be able to confirm whether or not the proposal has been received.
2. **QUESTION:** Will appraisal services be included among the services requested in the RFP?
ANSWER: Since the City currently has a contract in place for appraisal work, these services will not be included as a specific category. Appraisal services, however, will be included in the proposals submitted by those firms providing turnkey services.
3. **QUESTION:** Will the Consultant be required to obtain the owner's commitment?
ANSWER: Anytime within the Scope of Work for the RFP where the term "title insurance policy" is mentioned, the Consultant understands that a commitment to insure is required prior to issuance of policy.

4. QUESTION: Will insurance be required on refusal/condemned property?
- ANSWER: At this time, insurance is not required on properties in which the Court has entered an order vesting indefeasible title in the City.
5. QUESTION: Will offerors who submit proposals for various service categories within the scope of the RFP be allowed to work as a subcontractor for firms who plan to submit proposals for turnkey services?
- ANSWER: Although this could be viewed as a potential conflict of interest per Section 16 - Anti-Collusion (Page 22) and the Anticollusion / Nondiscrimination / Drug Free Workplace Clauses form (Page 36), the City will, for the purpose of this RFP only, allow those offerors providing various individual services within the scope of work to act as a subcontractor under firms submitting proposals for turnkey services.
- Firms providing proposals for turnkey services will not be permitted to act as a subcontractor for other firms providing turnkey services.
6. QUESTION: Will the offeror be required to fill out the pricing structure forms (Attachments D, E and F) as detailed in the RFP?
- ANSWER: No. Attachments D, E and F are examples depicting how the City would like the offeror to present their individual fee schedules. Using these forms as examples, please provide a detailed pricing schedule that shows specific fees (hourly, flat rate, etc.) as they relate to each of the offeror's chosen categories. Please expand pricing proposal to include any discounts for larger projects, as well as any possible scenarios that would increase (or decrease) the base fees provided.
- Following the pricing structure form as closely as possible, while providing as much detailed pricing as possible, will allow the Evaluation Committee to better evaluate and compare your proposal with others submitted in the same category(ies).
7. QUESTION: My firm would like to participate in the RFP; however, the firm is very small with limited personnel to provide the work. What happens if we are awarded the contract, and we find that we are unable to provide the requested service due to our workload?
- ANSWER: It is the intent of the City to hire multiple firms in the various categories listed in the Scope of Work; therefore, requested work under this contract will be delegated to the firm who is readily available to begin the work in the desired timeframe.
- Consultants who are occasionally unable to provide the requested services due to workload will not be penalized; however, if the firm consistently is unavailable when services are required, the project will be given to others listed on the contract, or outside contractors will be hired.

The City reserves the right per Sections 33 and 34 of the "Conditions and Instructions" portion of the RFP to terminate the contract should the Consultant consistently fail to perform as requested.

The Offeror will be required to acknowledge his/her receipt and acceptance of Addenda No. 1 and No. 2 by submitting the addenda 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:** _____