



# CITY OF SUFFOLK

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

## ADDENDUM NO. 1

City of Suffolk  
RFP #2014-00041-MC  
November 25, 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>

### Shoulder's Hill Road Water Distribution Main (20") Engineering Design Services

The Request for Proposal (RFP) for Design Services issued November 20, 2013 has been amended/clarified as follows:

#### **Page 2, Cutoff date for Submittals:**

The date shown on page 2 shows November 26, 2013 as the final date to receive submittals. The correct date is shown on Page 1, and is December 12, 2013.

#### **Page 4, Submittals**

The requirement that submittals be limited to 30 pages is amended. The intent is to insure that submittals are economically formatted to allow for easy reading and evaluation and can be transferred under normal email processes. While the City does not intend to count pages, the character of offers should be no larger than required to answer the requirements outlined therein. The general character of a response is to be short and to the point.

#### **Page 24, Submittal check list**

See replacement page to follow to state that an electronic copy shall be provided.

If you have any questions regarding this Addendum, please contact Michael Coburn, Purchasing Agent, [mcoburn@suffolkva.us](mailto:mcoburn@suffolkva.us)



# CITY OF SUFFOLK

**PURCHASING DIVISION**

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

## Engineering Services

### SHOULDERS HILL ROAD 20 INCH WATER TRANSMISSION MAIN

THE FIRM OF: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

FEIN (Tax ID #) \_\_\_\_\_

The following shall be returned with your proposal. Failure to do so shall be ample cause for rejection of proposal as non-responsive. It is the responsibility of the Offeror to ensure that he has received all addenda.

| Item:                  | Included: |
|------------------------|-----------|
| 1. References          | _____     |
| 2. Addenda, if any.    | _____     |
| 3. One electronic copy | _____     |

Person to contact regarding this proposal: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of person authorized to bind the Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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