



CITY OF SUFFOLK

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ADDENDUM NO. 1

City of Suffolk
RFP #2014-00066-CN
April 7, 2014

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

Architectural and Engineering Services – Annual Contract

The City's Request for Proposal (RFP) for Architectural and Engineering Services – Annual Contract is hereby amended to include the following clarifications:

It is the City's intention to obtain up to three (3) professional firms who are capable of handling all of the service groups listed in the RFP to include: architectural; mechanical, electrical, and plumbing (MEP) engineering; and civil engineering. Responding firm(s) must have the ability to handle all services in-house, or the Firm, acting as the primary Offeror, may include qualified subcontractors as a team to provide the requested services.

Bid specifications in Section C3 (Methodology Section) on Page 10 and under Section 8.0 EVALUATION AND AWARD CRITERIA on Page 11, request that the Offeror provide a "detailed project schedule (and list tasks and deliverables)" which will be a part of the evaluation and award criteria. Since the services desired will be on a "project by project" basis, it would be impossible for the Offeror to provide this information; this criteria, therefore, should be deleted from the requirements of this RFP.

Please acknowledge your receipt and acceptance of Addendum Number 1 by submitting the signed addendum with the Proposal.

The date for acceptance of proposals will remain at 3:00 p.m. April 23, 2014.

If you have any questions regarding Addendum No. 1, please contact Cindy Norfleet, Senior Buyer, at (757) 514-7522 or via e-mail at cnorfleet@suffolkva.us.

Acknowledged by: _____ **Date:** _____