



CITY OF SUFFOLK

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ADDENDUM NO. 2

City of Suffolk
RFP #15031-JS
October 20, 2014

Purchasing Division
442 Market Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Building Commission Services for the new Public Works Operations Complex has been amended as follows:

The following questions and answers are incorporated in the RFP:

Q1: Is the requirement to limit the proposals to thirty pages referring to front and back?

A1: The proposal shall be thirty pages, each side considered a page. The total printed proposal, including required documentation, shall be fifteen sheets of paper.

Q2: Can we shrink and fit two pages of required documentation on a single page?

A2: Yes.

Q3: Is the fee proposal to be lump sum or hourly rates?

A3: The City prefers a lump sum fee for the project, but would like hourly rates included. The lump sum fee proposed will be used in the evaluation.

Q4: Does each addendum need to be signed and included in the proposal?

A4: A signed copy of each addendum is not required for submission in the proposal. However, offerors should indicate in the proposal that they have read each addendum.

Contract Officer:


Jay Smigielski, Purchasing Agent

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us