



# CITY OF SUFFOLK

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

## ADDENDUM NO. 3

City of Suffolk  
RFP #15031-JS  
October 23, 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: Can the City provide a proposed schedule or milestone dates for the Public Works Operations Complex?
- A1: We have attached a preliminary schedule submitted by the contractor. This is the only information we have available.
- Q2: The Scope of Work for in paragraph B.2.c states commissioning services includes "Provide testing and balancing services as required". Can you verify this statement?
- A2: The Contractor will be responsible for TAB as noted in the Contract Documents and Specifications 230800, Commissioning of HVAC, Section 1.7, Contractor's Responsibilities. The Commissioning agent will be responsible for providing checklist, oversight and verification as also noted in Project Specification 230800, section 1.8, CxA's Responsibilities.
- Q3: On page 8, "Fees proposed" is listed under Evaluation and Award Criteria. Please specify in what section the proposed fees should be included.
- A3: The City has no preference in which section the proposed fees are included.
- Q4: Number 2 on page 10 Conditions and Instructions, notes that, "This form shall be included as part of your submittal." Please confirm that the City of Suffolk requires only the Signature Sheet section of the Conditions and Instructions from the RFP to be included in the proposal.

- A4: The City requires Pages 1 and pages 20-26 to be included in the proposal. These pages maybe be shrunk and submitted two to a page .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.
- Q5: In Addendum No. 2, response to Q1 stated, "The total printed proposal, including required documentation, shall be fifteen sheets of paper." Page 9 of the RFP states that proposals should be sent via email as a PDF or delivered to Purchasing on a CD or UBS drive. Please confirm that no printed proposal is required.
- A5: A printed proposal is not required. However, when the electronic proposal is printed, it should not exceed thirty pages (fifteen sheets of paper), inclusive of required material.
- Q6: Are cover sheets, back pages and section divider pages included in the total page count of thirty?
- A6: The proposal should not exceed thirty 8 ½" x 11" pages (fifteen sheets of paper) when printed. This includes all cover pages, required documentation, photos and other material. The option of using cover pages, back pages, etc. is left to the discretion of the offeror. Required documentation (pages 20-26 of the RFP) maybe shrunk and "doubled up" on a single page.

ATTACHMENT: Virtexco Preliminary Progress Schedule (5 pages)

Contract Officer:

  
Jay Smigielski, CPPO, Purchasing Agent,

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

VIRTEXCO Corporation  
 977 Norfolk Square  
 Norfolk, VA 23502  
 Phone: 757-466-1114  
 Fax: 757-466-1115



**TRANSMITTAL**

Submittal #: 0001  
 Date: 9/23/14

**Reference:** Construction Progress Documents  
**Package:** General Requirements  
**Project:** City of Suffolk DPW Operations Complex  
 800 Carolina Road  
 Suffolk, VA 23434

**Sent:** 9/23/14  
**Due:** 10/7/14  
**Spec. Section:** 013200-01A  
**Paragraph:** 1.1.A.1


**To:** Mack Homs  
 Whitman, Requardt & Associates  
 801 South Caroline St.  
 Baltimore, MD 21231

**From:** Bob Dingle  
 VIRTEXCO Corporation  
 977 Norfolk Square  
 Norfolk, VA 23502

**Remarks:**

Sending:	Submitted:	Actions Taken:
<input type="checkbox"/> Change Order <input type="checkbox"/> Deviation Letter <input type="checkbox"/> Product Data <input type="checkbox"/> RFI <input type="checkbox"/> Shop Drawings <input type="checkbox"/> Submittal <input checked="" type="checkbox"/> Other: <u>Preliminary Schedule</u>	<input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Review <input type="checkbox"/> As Requested	<input type="checkbox"/> Approved <input type="checkbox"/> Approved As Noted <input type="checkbox"/> Revise and Resubmit <input type="checkbox"/> Rejected

Type/Document	Description/Notes	Date	Priority
Submittal - 0001	013200-01A Preliminary Progress Schedule	9/23/14	Normal

X   
 \_\_\_\_\_  
 Bob Dingle

VIRTEXCO Corporation  
 977 Norfolk Square  
 Norfolk, VA 23502  
 Phone: 757-466-1114  
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**SUBMITTAL**

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 Date: 9/23/14

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**Project:** City of Suffolk DPW Operations Complex  
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**Remarks:**


Item #	Description	Revision	Priority	Status
001	013200-01A Preliminary Progress Schedule		Normal	Open
002	Site Work Phasing		Normal	Open

**VIRTEXCO Corporation**  
 General Contractors – Norfolk VA

NO EXETIONS TAKEN

MAKE CORRECIONS NOTED

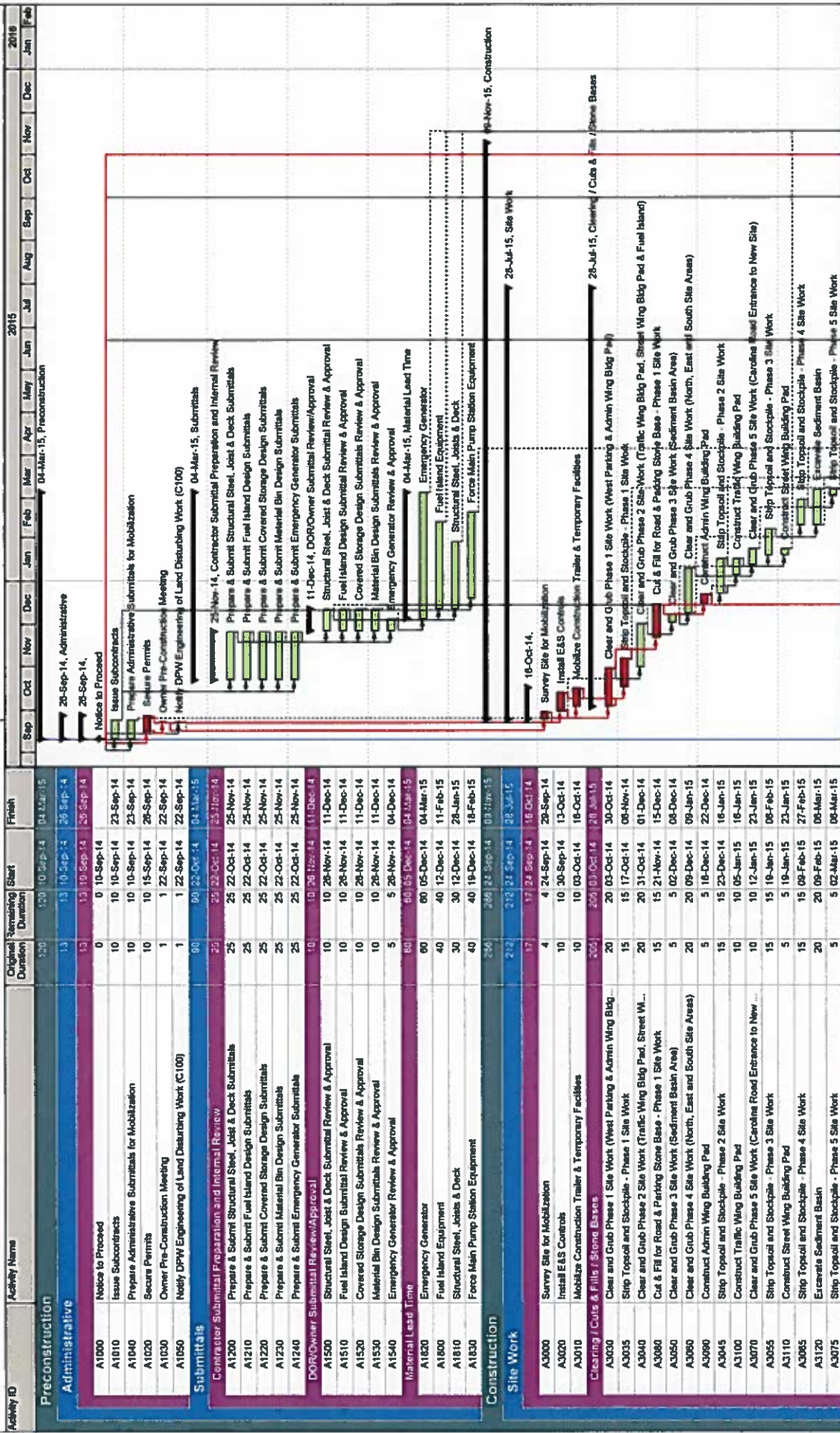
DISAPPROVED – RESUBMIT

Checked by:  Date: 9/29/14

I HEREBY CERTIFY THAT THE (EQUIPMENT), (MATERIAL), (ARTICLE) SHOWN AND MARKED IN THIS SUBMITTAL IS THAT PROPOSED TO BE INCORPORATED INTO THE PROJECT AND IS IN COMPLIANCE WITH THE CONTRACT DRAWINGS AND SPECIFICATIONS, CAN BE INSTALLED IN ALLOCATED SPACES, AND IS SUBMITTED FOR APPROVAL. APPROVAL OF PROPOSED VARIATION, IF ANY, IS RECOMMENDED.

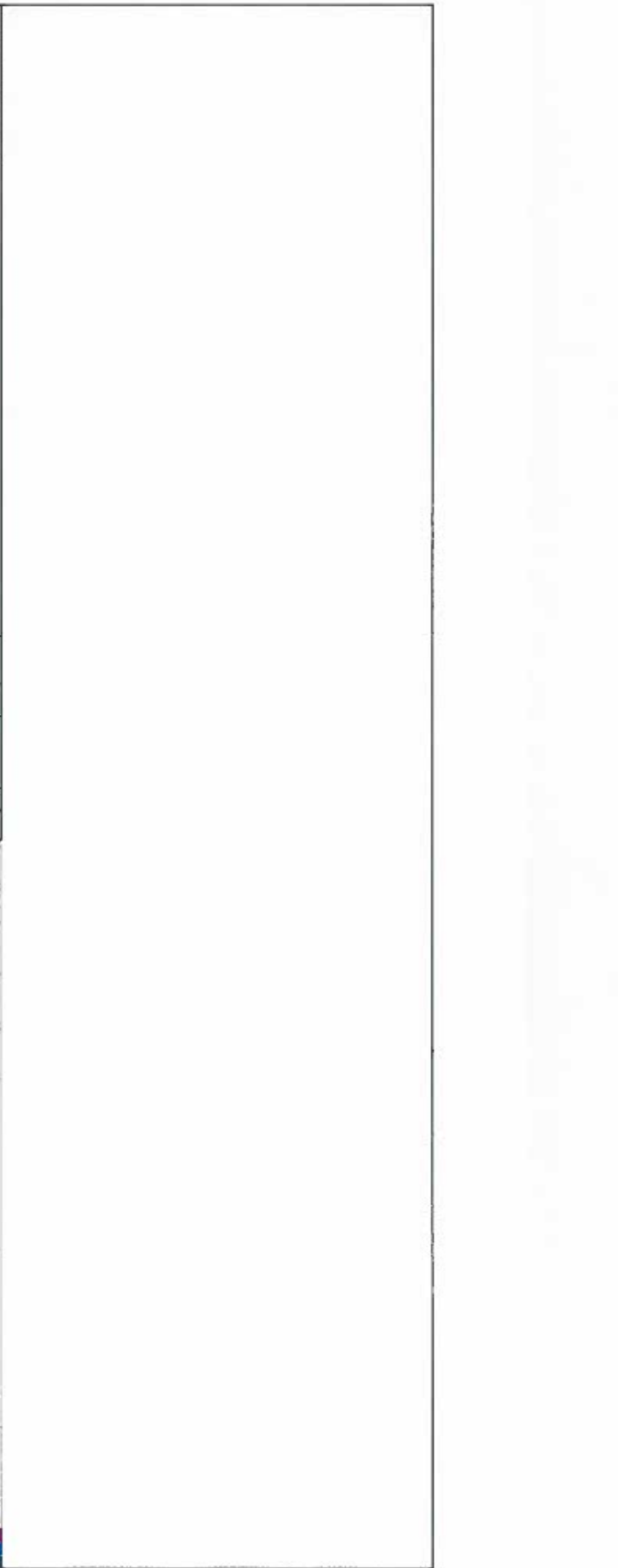
# Suffolk PWD Operations Complex - Preliminary Schedule

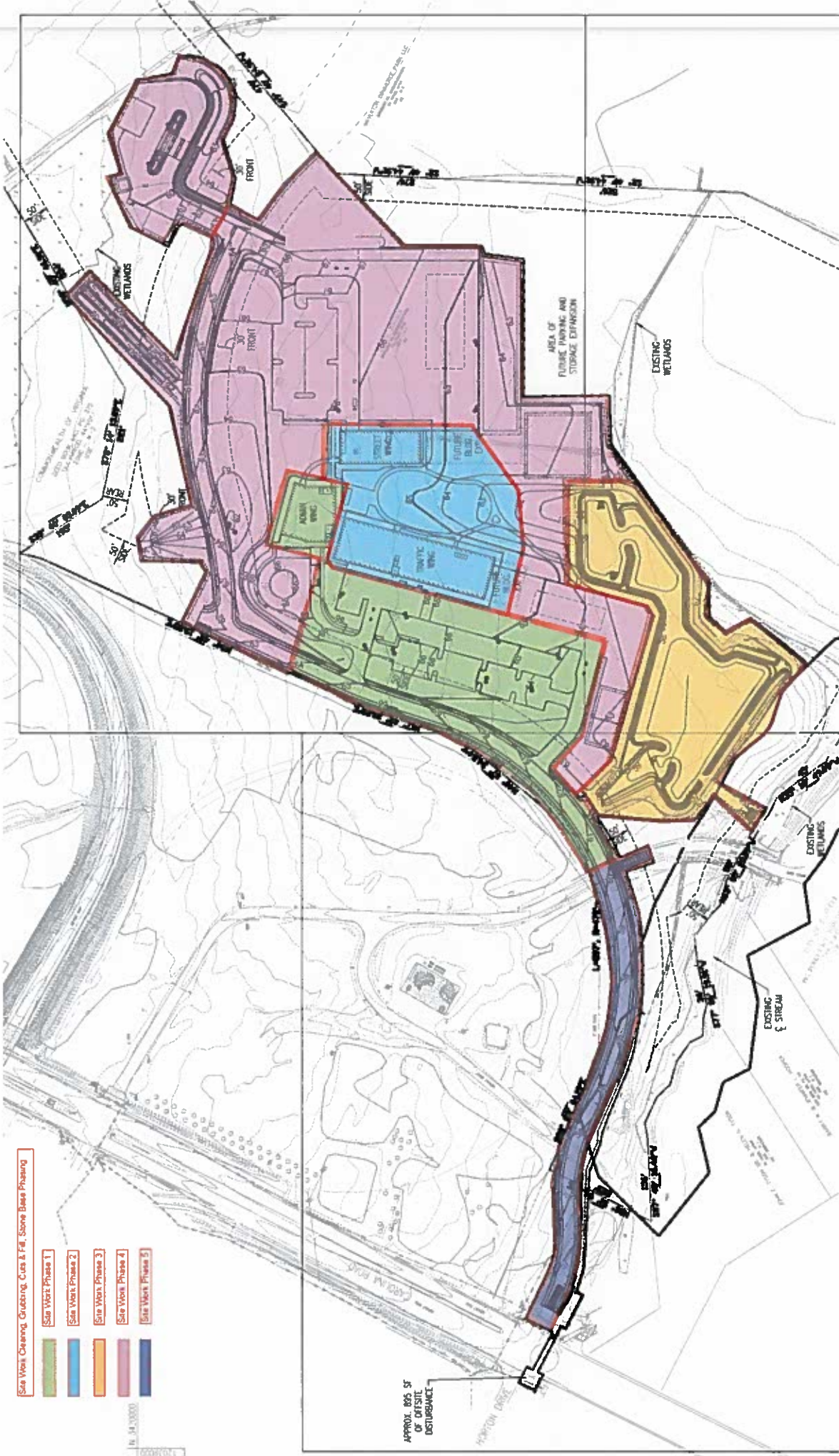
23-Sep-14, 10:00





Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish	2015	2016				
						Sep	Oct	Nov	Dec	Jan	Feb
A3130	Cut & Fill - Phase 2 Site Work	5	5	16-Mar-15	20-Mar-15						
A3140	Cut & Fill for Road & Parking Stone Base - Phase 4 Site Work	25	25	23-Mar-15	24-Apr-15						
A3150	Cut & Fill for Road & Parking Stone Base - Phase 5 Site Work	15	15	27-Apr-15	15-May-15						
A3098	Convert Temporary Sediment Basin To BMP Basin	30	30	18-May-15	28-Jun-15						
A3099	Spread Stockpiled Topsoil for Final Grading & Seeding	20	20	30-Jun-15	28-Jul-15						
<b>SITE UTILITIES</b>											
A3160	Install Site Gravity Sanitary Sewer	15	15	23-Mar-15	10-Apr-15						
A3170	Install Storm Drain	40	40	23-Mar-15	15-May-15						
A3200	Coordinate with Dominion Virginia Power for Electric Service	10	10	08-Apr-15	17-Apr-15						
A3180	Install Pump Station	10	10	13-Apr-15	24-Apr-15						
A3210	Install Site Electrical Ductbanks, Manholes & Handholes	25	25	13-Apr-15	15-May-15						
A3250	Coordinate with VNG for Gas Service	10	10	13-Apr-15	24-Apr-15						
A3190	Install Site Sanitary Sewer Force Main	15	15	18-May-15	08-Jun-15						
A3200	Install Site Water Mains	40	40	18-May-15	14-Jul-15						
A3220	Install Site Gas Mains & Branches	10	10	18-May-15	01-Jun-15						
A3240	Domination Power Installs Electric Circuits and Transformer	5	5	18-May-15	22-May-15						
A3230	VNG Installs Gas Main to Traffic Way	5	5	02-Jun-15	08-Jun-15						
<b>Facility Construction</b>											
C-1000	Construct Facilities and Grounds (Schedule to be Expanded)	224	224	23-Dec-14	09-Nov-15						
<b>Close Out</b>											
A8000	Conduct Project Close Out Conference	1	1	30-Jun-15	30-Jun-15						
A8010	Substantial Completion	0	0	09-Oct-15	09-Oct-15						
A8020	Commissioning	5	5	22-Oct-15	28-Oct-15						
A8030	Demobilization	8	8	28-Oct-15	08-Nov-15						
A8000	Final Completion (10-28-15 per MTP, 11-9-15 with stop work)	0	0	08-Nov-15	08-Nov-15						





- Site Work: Cleaning, Grubbing, Cuts & Fill, Stone Bass Phasing
- Site Work Phase 1
- Site Work Phase 2
- Site Work Phase 3
- Site Work Phase 4
- Site Work Phase 5

11.14.2000

1/8" = 1'-0"

APPROX. 60% SF OF FOREST DISTURBANCE

AREA OF FUTURE PARKING AND STORAGE EXPANSION

EXISTING WETLANDS

EXISTING STREAM

EXISTING WETLANDS

EXISTING WETLANDS

FRONT

FRONT

FRONT

FRONT

FRONT

FRONT

FRONT

FRONT

FRONT