



# CITY OF SUFFOLK

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

## ADDENDUM NO. 2

City of Suffolk  
RFP #15114-CN  
June 19, 2015

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

## ENGINEERING SERVICES

### Bridge Road and Shoulders Hill Road Intersection Improvements

Request for Proposal No. 15114-CN for engineering services related to Bridge Road and Shoulders Hill Road Intersection Improvements issued June 3, 2015 is amended to include the following clarifications:

1. Engineering firms responding to this Request for Proposal (RFP) are not required to meet any established DBE goals. However, because the project will be funded by federal monies, Offerors submitting proposals in response to the RFP are requested to fill out the VDOT forms (Page 29) and submit them with their proposal. If the offeror or any subconsultants involved in this project are DBE firms, please respond by submitting the required information on the VDOT Forms as they apply to your firm. If your firm (or any subconsultants) do NOT have DBE status, please print this information across the top of the provided forms. This information is a requirement of the Virginia Department of Transportation (VDOT); however, DBE status is not required to be a successful offeror for this contract.

Some of the information provided under "REQUIRED VDOT FORMS" (Page 29) is informational/instructional only. Offeror needs only to fill out the forms/blanks that are requesting information. Fill out only those portions of the form that are applicable.

The attached "DISADVANTAGED BUSINESS ENTERPRISE PROGRAM STATEMENT OF COMMITMENT" has been updated and replaces the current "VDOT POLICY STATEMENT FOR DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM" located in the "REQUIRED VDOT FORMS" section of the RFP.


2. This Request for Proposal is for professional services; therefore, pricing should not be included in your proposal.

3. There is an "EXCEPTIONS TO RFP" sheet on Page 26 of the RFP. Please list any exceptions to specifications in the RFP in the space provided. Exceptions to the RFP will be considered during the evaluation process. Taking exceptions to the RFP will not necessarily disqualify your proposal.
4. There is no specific page limit for offerors responding to the RFP; however, there is a maximum limit of 10MB for proposals submitted to the City's Proposal Mailbox.

The date for acceptance of proposals will remain at 3:00 p.m. July 1, 2015.

If you have any questions regarding this Addendum, please contact Cindy Norfleet, Senior Buyer, at (757) 514-7522 or [cnorfleet@suffolkva.us](mailto:cnorfleet@suffolkva.us)

It is the responsibility of the offeror to ensure that they have read and incorporate all addendums in their proposal.

Contract Officer:   
Cindy L. Norfleet, Senior Buyer, CPPB



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219 2000

**Charles A. Kilpatrick, P.E.**  
Commissioner

## DISADVANTAGED BUSINESS ENTERPRISE PROGRAM STATEMENT OF COMMITMENT

The Virginia Department of Transportation (VDOT) is committed to the participation of Disadvantaged Business Enterprises (DBEs) in VDOT contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26. VDOT receives federal financial assistance from the United States Department of Transportation (USDOT) and, as a condition of receiving this assistance, VDOT signed an assurance that it will comply with 49 CFR Part 26.

VDOT strives to ensure that DBE firms, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in USDOT assisted contracts and adopts the following objectives:

- To ensure nondiscrimination in the award and administration of Federal Highway Administration (FHWA) assisted contracts;
- To create a level playing field on which DBEs can compete fairly for FHWA assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49CFR, Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in FHWA assisted contracts
- To assist in the development of firms that can compete successfully in the market place outside of the DBE Program; and
- To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

The Civil Rights Division Administrator has been designated as the Department's DBE Liaison Officer and is responsible for ensuring that all matters relating to the DBE Program are administered effectively. The Civil Rights Division Administrator, in coordination with other VDOT personnel, has been delegated the authority for the development, implementation, and monitoring of the DBE Program in accordance with VDOT's nondiscrimination policy. It is the expectation that all VDOT personnel shall adhere to the intent, as well as the provisions and procedures of the DBE Program. Implementation of the DBE Program is afforded the same priority as is compliance with all other legal obligations incurred by VDOT in its financial assistance agreements with the USDOT.

Questions, problems, or complaints regarding this Statement of Commitment or implementation of the DBE Program should be addressed to the Civil Rights Division Administrator, Virginia Department of Transportation, 1401 East Broad Street, Richmond, Virginia 23219; telephone number (804)786-4552 or 1-888-508-3737, or the Assistant Division Administrator at (804)786-2935.

Charles A. Kilpatrick, P.E.  
Commissioner of Highways

1/30/15  
Date