



# CITY OF SUFFOLK

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## ADDENDUM NO. 3

City of Suffolk  
RFP #16093-JS  
June 30, 2016

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 the Review and Update of the Downtown Suffolk Initiatives Plan has been amended.

The following questions and answers are incorporated in the bid:

Q1: The RFP states July 14<sup>th</sup>, while the last page of the Presentation provided in Addendum 2 states that proposals are due July 15<sup>th</sup>. Please confirm which is the correct due date.

A1: The due date is July 14, at 3:00 pm.

Q2: On Page 12 under *7.0 Evaluation and Award Criteria*, Fee Proposal is mentioned as a criteria but there is no mention of a fee being included in *6.0 Specific Proposal Requirements*. Please confirm whether or not a fee proposal should be included as part of our submittal, and if so, in what format would you like us to provide it?

A2: A fee proposal should be included in the proposal. It can be incorporated into the body of the proposed scope of services or included as a separate section.

Q3: How long do you envision this planning process to take?

A3: It is anticipated that the review and the update of the Downtown Suffolk Initiative should be completed in approximately one year.

Q4: Since the responses to the RFP are electronic, will the City provide a receipt once received?

A4: Yes

**Contract Officer:**

  
Jay Smigielski, Purchasing Agent,

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

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