



# CITY OF SUFFOLK

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

## ADDENDUM NO. 1

City of Suffolk  
RFQ #16098-JS  
June 22, 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 Consulting Services for Employee Benefits has been amended.

The following question and answer are incorporated in the RFP:

Q1: Could you please outline the anticipated schedule for the issuance of the RFP and receipt of proposals in Step II of the procurement process?

A1: Dependent on the number of responses to the RFQ, it is anticipated that the offerors will be notified if they are qualified and/or shortlisted within approximately one week. The RFP will be sent to shortlisted qualified offerors at least thirty days before the date established for submission of the proposals. The committee shall evaluate the proposals and schedule interviews and recommend for award. It is estimated that this portion will take two-three weeks. Please note all schedules are subject to change.

Q2: Could you please describe what makes up the difference between the \$2.5 million project estimate and the \$800,000 of available funding? Is it anticipated that the prospect company (the "private manufacturer") and/or CenterPoint Properties will contribute to the cost of the project?

A2: The City is relying on the innovation and creativity of the offerors to provide the difference between project estimate and available funding.

Q3: Who decides what "optional/additional roadway features" (described in the sixth bullet of section 3.0 on page 6 of the RFQ) will be required? The "private manufacturer", CenterPoint Properties or the City of Suffolk?

A3: The City does not anticipate adding any additional roadway features. At this time, no additional features are planned by the private manufacturer or CenterPoint, but both entities have the option to add optional/additional roadway features.

**Q4:** Who is responsible for the construction of the stormwater management pond illustrated on the "Proposed Site Plan"? And will that pond be constructed prior to (or concurrently with) the construction of the roadway?

**A4:** The pond is not part of this project and no dates are available at this time. It is anticipated that the pond will be constructed concurrently to the construction of the roadway.

**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.