



# CITY OF SUFFOLK

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## ADDENDUM NO. 2

City of Suffolk  
RFP #18038-JS  
February 1, 2018

**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 Legal Services has been amended.

The following questions and answers are incorporated in the bid:

**Q1:** Section 4.0 TERM OF CONTRACT in your RFP states that "For each service requested by the City, the Counsel shall provide a written description of the scope of services, an associated completion schedule and a fee schedule with a man-hour breakdown."

Does this mean that if we are selected to provide legal services to the City in one or more areas of law, we will be asked to provide the written scope of services description and completion and fee schedules for each individual engagement if and when we are called upon to provide services, or upon selection; or does the City seek this information in the proposal itself?

**A1:** The City will request the scope of services and fee schedule for each individual engagement, not the proposal.

**Q2:** Can the City provide an approximation of total hours of work performed by all selected Counsel under the Contracts for the past three (3) years?

**A2:** 2015 – Approximately 12 hours  
2016 – Approximately 80 hours  
2017 – Approximately 228 hours

**Q3:** For the same three (3) year period, in which areas of legal services have the most hours been provided by select Counsel?

**A3:** Eminent Domain  
Land Use/ Zoning  
Telecommunications Agreements

**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 meet the specifications of all addendums in their proposal.