



# CITY OF SUFFOLK

## Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

February 12, 2018

## ADDENDUM #2

### Bridge Design Services

RFP No. 18015-CN

The City's Request for Proposal (RFP) Number 18015-CN is hereby amended/clarified to include the following questions:

1. The City of Suffolk provides VDOT forms (firm data sheet, lower tier and primary debarment certification forms, etc.) in the RFP, but does not mention in the proposal submittal instruction where they should go. Are they required then, and do we include them in the Form Section?

*Answer: VDOT forms should be placed in the "Forms" section of the submittal (See Section 8.0 – F.) They should be submitted in the order they are listed in the RFP (at the end of the proposal).*

2. Does the City require the firms to submit forms starting on Page 42 through Page 50 (Vendor Payment Compliance Report on Page 42; VDOT Title VI Evaluation on Page 45; Consultant Equal Employment Opportunity Workforce Analysis on Page 46), or are these forms required for after a firm is selected?

*Answer: Please see the information printed at the bottom of the "REQUIRED VDOT PROVISIONS AND FORMS" Section on Page 29. As stated..... "Some of the information provided under the "REQUIRED VODOT FORMS" Section 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."*

*You should complete these forms to the best of your ability and provide them with your proposal.*

3. Regarding the VDOT Title VI Evaluation Form.....If a firm has the Title VI letter, is submitting that letter in place of this form okay?

*Answer: Please complete and provide the blank VDOT Title VI Evaluation Form as requested. If you have additional related information (such as an up-to-date letter), that information can be submitted, as well.*

Deadline for submitting proposals will remain at 3:00 p.m. February 21, 2018

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

It is the Offeror's responsibility to ensure they have read all addendums and incorporated them in their proposal.



Cindy Norfleet, CPPB, Senior Buyer