



CITY OF SUFFOLK

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ADDENDUM NO. 2

**City of Suffolk
RFP #20082-JS**

April 10, 2020

**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 Engineering Services for Public Works Annual Contract has been amended.

The following questions and answers are incorporated in the RFP:

Q1: Regarding the VDOT Consultant Title VI Evaluation Form (pgs. 43-44), may we submit our VDOT Title VI compliance approval letter in lieu of a form?

A1: **The City will accept the letter, however final determination will be decided by VDOT.**

Q2: Are proposers required to complete and return with their proposal Form C-63 (VDOT Vendor Payment Compliance Report)?

A2: **It is not required with the proposal, but will be required prior to the contract.**

Q3: Does the City want resumes for each individual shown on the organizational chart? Or will resumes for Key Staff suffice?

A3: **The City would like to see resumes of all listed on the organizational chart.**

Q4: Under 8.0, E. Qualifications, it is requested that we describe the qualifications of the firm in performing projects within the last three years in similar size and scope. It is also requested under E. Qualifications, 3. To furnish a maximum of five projects. Are these two separate requests for project experience?

A4: **The City will want to see at least five projects worked on in the last three years performed by the firm that was in compliance with both VDOT specifications and federal funding requirements.**

Q5: Will the City consider allowing more than five project descriptions to be shown?

A5: Yes

Q6: Under 8.0, E. Qualifications, can you please clarify what is meant by “qualifications shall specifically target work related to environmental engineering services?”

A6: Want them to demonstrate that they have experience with completing environmental documents, resolving issues, working with permitting agencies, and coordinating with all parties involved.

Q7: Does the City want Form C-63 returned with the proposal?

A7: It can submit it prior to the contract

Q8: Page 9 includes the requirements for Section E Qualifications. We have a few questions for clarity.

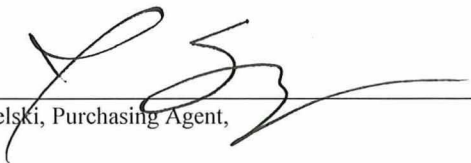
a. Should this section first have a sample of similar projects completed in the past 3 years, then a chart indicating the key staff proposed for this proposal who worked on those sample projects, then firm overview narrative outlining our capability, and finally a list of 5 VDOT-spec/federally funded projects? Or do you only want to see the 5 VDOT-spec/federally funded projects and not an additional sample of similar projects?

b. Page 9 indicates we should provide qualifications for subcontractors. If we have 5+ subcontractors, do you want a sample of similar projects completed in the past 3 years, then a chart indicating the key staff proposed for this proposal who worked on those sample projects, the subcontractor firm overview narrative, and finally a list of 5 VDOT-spec/federally funded projects for each of the subcontractors?

A8: Those methods are acceptable. One listing of all projects with indication of which are VDOT projects is also acceptable. As long as the proposal has the required information accessible we are open to the format used.

All other information remains unchanged.

Contract Officer:


Jay Smigielski, Purchasing Agent,

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at 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.