



# CITY OF SUFFOLK

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## ADDENDUM NO. 1

City of Suffolk  
RFP #22083-JS  
March 28, 2022

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 Invitation for Bid (IFB) for IFB 22083-JS for Legal Services for the City Attorney's Office has been amended. The following information is hereby made a part of the Contract Documents for IFB 22083-JS as fully and completely as if the same were fully set forth therein:

The following question and answer is incorporated in the RFP:

Q1: Who is the incumbent provider for these services?

A1: Randolph, Boyd, Cherry and Vaughan; Greehan, Taves & Pandak; Pender & Coward; Crenshaw, Ware & Martin; McGuire Woods and Kaleo Legal

Q2: Please provide data for each month from each of the last three (3) calendar years on the historical number of hours needed for these services.

A2: The City does not have data on the number of hours. However, the City had the following number of engagement letters for the years below:

2019: 20 total that included 17 for eminent domain matters, 1 for an employment matter, 1 for a bankruptcy matter, and 1 for a real property matter.

2020: 16 total that included 13 for eminent domain matters, 1 for a code enforcement matter, 1 for an employment matter, and 1 for an election law matter.

2021: 5 total that included 4 for eminent domain matters and 1 for an employment matter.

Some of the matters carried over into subsequent years.

Q3: What is the forecast average number of hours per month of legal services that will be required during the four (4) years of this contract? In order to properly staff these requirements, bidders need to have some indication of the potential monthly demand.

A3: This is an "as-needed" contract and the City does not forecast legal services. See Question 2 for services required in previous years.

Q4: What are both the minimum and maximum number of hours per month that Suffolk would commit to on a contract for these services? This information would help bidders provide the most competitive rates for the required services.

A4: This is an "as-needed" contract and the City cannot commit to a minimum or maximum hours per month. Please note rates are not required with the proposal.

Q5: What is the annual budget (in US \$) for the required legal services during each year of the prospective contract?

A5: Funds are appropriated for legal services as needed. There is not a budget line for legal services.

Q6: Please outline all of the payment arrangements/methodologies (i.e. - retainer-based, actual hour invoicing, etc.) that would be acceptable.

A6: Actual hour invoicing with a cap on total fees or a total flat rate.

Q7: Please provide a list that both identifies and defines all of the legal services required (i.e. - litigation, regulatory, contract drafting/review, etc.)

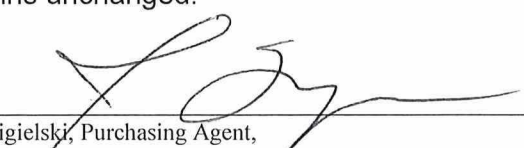
A7: Please see pages 4 and 5 of the RFP.

Q8: How might vendors propose on a portion of the required services (i.e. regulatory only, everything but litigation, etc.)?

A8: This would be stated in your proposal which portions of the services your firm would provide.

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](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.