

City of Lynchburg  
Procurement Division  
900 Church Street  
Lynchburg, VA 24504  
Phone: (434) 455-3970

**Addendum for Proposal**  
**Pre-Qualification Architectural & Engineering Services for Parks and Recreation**  
**2022-055**

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Date: 5/4/2022  
From: Melissa Tillman, CPPB Contract Specialist  
RE: Addendum No. 1

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This Addendum becomes a part of the proposal documents and modifies the Request for Proposal as noted below. Acknowledge receipt of this Addendum in the space provided on the Proposal Title Page. Failure to do so may subject offeror to disqualification.

**1. Revision the Page 2, A:**

**An original (1), so marked, and four (4) copies, so marked, for a total of five (5)** of your proposal document are required. **In addition, one (1) electronic copy of proposal on a USB drive.** If a vendor's policy is to no longer use USB drives due to security risks, the City will accept the electronic version via email to: [melissa.tillman@lynchburgva.gov](mailto:melissa.tillman@lynchburgva.gov) , ONLY after the submission due date has passed. DO NOT send the electronic version prior to the proposal due date/time. The hard paper copies are what is required to be submitted prior to the noted proposal due date/time.

The City of Lynchburg (City) will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, the City will notify the Offeror of the deficiency and request that the appropriate number of copies be delivered within 24 hours. Failure to comply with this or other requirements of this Request for Proposal shall be grounds for the City to reject such proposals. Telegraphic or facsimile submission of proposals is not acceptable and any such proposals will not be considered.

\*\*\*City Hall access is currently restricted for the second and third floors, including access to the Procurement Office. FedEx, UPS and the USPS have access to the building to deliver mail/packages to the Procurement Office. If vendors choose to hand deliver proposals, they can do so at the Citizens First Information Center in the first floor lobby of City Hall at 900 Church Street, Lynchburg, VA 24504, Monday – Friday 8:30 a.m. to 5:00 p.m. A Procurement Office staff member will be contacted by Citizens First to retrieve the proposal and time stamp it at that time. It is the sole responsibility for the Offeror to ensure their proposal is time stamped prior to the deadline for submission. Please allow additional time to ensure this is done. As always, late proposals will not be considered.\*\*\*

2. **Question:** Can you please confirm if this is a multiple award contract or single award (one proposer will be selected)?

**Answer:** This is a multiple award contract.

3. **Question:** How many contracts will be awarded in total? Also, can you please confirm the term?

**Answer:** Refer to page 13 that talks about Method of Award and Contract Terms.

4. **Question:** In reviewing the General Terms and Conditions, under subsection XI.O., would the City consider allowing the Successful firm to (1) be required to assume defense of the City only if such defense is covered under the firm's insurance policies, and (2) limit the indemnification obligations only to those arising from the Successful firm's negligent actions, not just its performance? By allowing these modifications, the City would help with insurability of this subsection.

**Answer:** This section will not be changed and the successful firm shall comply with the stated Indemnification terms.

### READ TERMS AND CONDITIONS AND SIGN

In compliance with the above PROPOSAL, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_