

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

Date: 5/18/2022

From: Melissa Tillman, CPPB Contract Specialist

RE: Addendum No. 2

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. **Question:** Since there are no different group categories, would you like an org chart for each service we are pre-qualifying for, or would you like a one-page org chart covering all services we are submitting for? If you would like individual org charts per service, are we allowed to combine some of the services together since they all won't require their own org chart?
Answer: Provide one organizational chart that would cover all services.
2. **Question:** The RFP indicates that firms should include a Table of Contents. The RFP also states that the RFP Title Page (pages 1 & 2) should be included as the first two pages of the proposal. Does the City want Section 1 (including RFP Title Page, Executive Summary, and SCC qualifying statement) to appear before the Table of Contents in our proposal?
Answer: Yes.
3. **Question:** Will the City distribute all the questions and answers regarding this RFP in an addendum?
Answer: Yes.
4. **Question:** Who is under contract now, both prime consultant and landscape architect? For how long have they held that contract?
Answer: Per page 4, "This service has not been previously solicited, so this is a new Requirement Contract for professional services to be provided on an "as needed" or "on-call" basis."
5. **Question:** How much work have they done under that contract, either in number of projects, fees for those projects, or both? (Approximations are fine in lieu of exact numbers)
Answer: Not applicable, refer to the answer of question 4.

6. **Question: What projects are in the pipeline now?**
Answer: We have many different projects in the pipeline from our Capital Improvement Program (CIP) Budget. This contract will be used for as many as possible where applicable for services outlined. This includes bridges, trails, park features, park planning, and everything outline. We have projects still in the works from past CIP Budgets and the future FY 2023 Budget. Projects include a new dog park, Miller Park Pool Assessment/Replacement, Ivy Creek Bridge (Structure #4) Replacement, Heritage Park Improvements, Langhorne Road East Bridge, Parks and Trails Tree Replacements, Paving, Lighting and a Needs Assessment Implementation. (Refer to: <https://www.lyncburgva.gov/proposed-fy-2023-budget>)

7. **Question: What types of projects do you foresee for scope item O, Site Security Design/Consulting?**
Answer: We are improving our security in parks throughout the City’s whole park system. This includes projects for better lighting, security systems such as cameras, fencing, and etc. This could range for design of systems for specific small areas to consulting / designing security improvements in general for a whole park. The range of scope will vary based on security assessments from Lynchburg Police Department for each Park / Facility.

8. **Question: Is a digital signature on the cover letter, as well as page 1 of the RFP acceptable?**
Answer: Yes, a digital signature on the cover letter and on page 1 is acceptable.

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:* _____