

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

Addendum for Proposal
Pre-Qualification Architectural & Engineering Services for Facilities
2022-056

Date: 4/28/2022
From: Melissa Tillman, CPPB Contract Specialist
RE: Addendum No. 1

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 , 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. Revision to Page 12, Section 2, Item e (Note):

(Note: Offerors should be able to provide all services listed within Groups 1-5, either in-house or with subconsultants. For Group 6, Offerors do not need to provide all of these services but can specialize in their area of expertise. For example, if a firm only does Facility Commissioning Services then this can be the service requested to be pre-qualified for, just explain this in the proposal.)

3. Question: If there are existing contracts, can you provide a list of current contract holders for each service?

Answer: On Page 4 of the proposals it says: "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." So I don't have any existing contracts established.

4. Question: If we plan to submit for multiple Groups, would the selection committee like to see two separate project teams for Group 3 MEP and Group 4 HVAC, or can we use propose one comprehensive team that can meet the requirements for Both Groups?

Answer: You can propose one comprehensive team that can meet both Groups.

5. Question: Pg. 11: For Section 1.3 Virginia State Corporation Status: can we provide a SCC Certificate of Fact, or do you prefer just a statement that we are registered, and give our number?

Answer: You can provide either to confirm your firm's registry status.

6. Question: Pg. 11: For Section 2 – Offeror Experience: You request the "name, position and telephone number of contact person authorized to conduct negotiations and authorize final contracts or otherwise bind the firm to a contractual relationship". We have 6 principals, and all are able to do that. Would you just like the one who is going to be the contact person for this contract, or should we list all 6?

Answer: Provide the information for the one who is going to be the contact person for this contract.

7. Question: Pg. 12: Section 3 – Staff Experience: You ask us to "Include a resume for the project manager and each key member of the team that will have a proposed role in providing services." Since we are only providing structural services, should we provide only Project Manager (principal) level folks, or do you want more depth? Maybe a senior engineer or two?

Answer: Project Manager and all their key staff that would help provide structural services for this contract.

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: _____