

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**

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Date: 5/17/2022  
From: Melissa Tillman, CPPB Contract Specialist  
RE: Addendum No. 2

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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. Question: Section IV – General Information refers to a potential project as Various Fire Stations – Remodeling for Accreditation Compliance. Can you give some specific examples of the work that is needed for Accreditation Compliance?**  
Answer: Examples include installing commercial exhaust fans in kitchens, split gender restrooms and nursing rooms for staff.
- 2. Question: Section VII – Proposal Preparation states “Responses shall be limited to no more than 30 double-sided pages, (excluding the cover, section dividers, Table of Contents and Title Page)”. Does this mean that proposals are to be printed double-sided with limitation stated or can it be printed one-sided with a 60 page-count limit; (excluding the cover, section dividers, Table of Contents and Title Page)?**  
Answer: Offerors can print either double-sided or single-sided pages, both are acceptable.
- 3. Question: Section VII – Proposal Preparation limits our response to 30 double-sided pages, excluding cover, section dividers, Table of Contents and Title Page. Can this number be increased to 50 double-sided pages maximum? The RFP is requesting a fair amount of information both from us and our consultants and it is challenging to condense the information down to meet the 30 page requirement.**  
Answer: The page limit will be increased to 40 double-sided or 80 single-sided pages; please note that the preference is for concise responses without extraneous information.

**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:* \_\_\_\_\_