

City of Lynchburg  
Procurement Division  
900 Church Street  
Lynchburg, Virginia 24504  
Telephone No.: 434-455-3970

**Addendum for Request for Proposals**  
**Construction Management Services for the New Police Department Facility**  
**22-059**

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Date: May 6, 2022  
From: Stephanie Suter, CPPO, CPPB  
RE: Addendum No. 2

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

1. Is a thumb drive an acceptable method to provide one (1) copy of proposal in an electronic format in place of a CD? **Yes, that is preferred.**
  
2. Does the twenty page limit mean 20 single-sided pages or 20 double-sided pages?  
**The page limit is for pages of narrative. If printing double-sided, it would be 10 pieces of paper. The RFP Title Page is not included in the page count.**
  
3. Section 5. Proposal Preparation: Does the 20-page proposal limit include additional information such as client testimonial letters or media write-ups that could be attached in an appendix?  
**The page limit is inclusive of all supporting documentation, including any and all appendices.**
  
4. Section 4. Professional Standard and Minimum Requirements: A. The Principal in Charge must be a Virginia registered architect or engineer:
  - Can the Principal in Charge be a CCM (Certified Construction Manager) in lieu of being a Virginia registered architect or engineer?  
**Yes, this would be acceptable to the City.**
  
  - Can the Principal in Charge requirement be fully satisfied by a Senior Project Executive (not an owner of the firm) who is a Virginia licensed engineer if that individual would be in charge of the project?  
**Yes, this would be acceptable to the City.**
  
  - Can the Principal in Charge also act as the Owner's Representative, or do these need to be two separate individuals?  
**Yes, this would be acceptable to the City.**

5. Referencing Section 8, Paragraph F. Insurance (page 10 of 15 in the posted "PD HQ CAI-RFP.pdf" document), are vendors required to submit proof of insurance at the time of bid or will vendors be able to submit proof of insurance with the City listed as additionally insured after receipt of award? If proof can be submitted after award, how many days will the contractor have to furnish the insurance certificate?

**Certificate if insurance naming the City as an additional insured under the general liability policy may be presented at the time of award. It will need to be submitted prior to contract execution within 10 days after award.**

**READ TERMS AND CONDITIONS AND SIGN**

In compliance with the above BID, 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.:* \_\_\_\_\_