



**IFB 22-23-031**

**State of Good Repair Program UPC119215**

**ADDENDUM 1**

**12/28/2022**

1. Questions & Answers

- a. **Question:** On Page 3 of the RFP, EOI Item Number 1 states that we should include “A table of matrix containing the requested information in Item 15.” Should this say Item 17 instead of 15?  
**Answer: On Page 3 of the RFP, EOI Item Number 1 states that the consultant should include “A table of matrix containing the requested information in Item 15.” That sentence should say Item 17 not Item 15.**
- b. **Question:** Page 11 of the RFP states a conflicting time for proposals due. Please confirm if the deadline is 12:00 pm or 5:00 pm on February 3rd.  
**Answer: Proposals must be submitted to the Purchasing Office by 5:00 pm on February 3, 2023.**
- c. **Question:** Which category(s) should we show on the Present Workload with Department form?  
**Answer: Category B: Preliminary Engineering Contracts, shall be shown on the Present Workload with Department form.**
- d. **Question:** Please confirm only VDOT workload should be shown on the Present Workload with Department form.  
**Answer: Only VDOT workload should be shown on the Present Workload with Department form.**
- e. **Question:** Please confirm that the Certification of Binding Agreement Form on RFP pages 31 and 32 are not to be included with the EOI submission, rather upon contract award.  
**Answer: The submission of Form C-112A, as referenced in the question, shall be clarified at the pre-proposal meeting on January 11, 2023 by VDOT Civil Rights staff. An addendum shall be issued after the pre-proposal meeting reiterating that clarification.**
- f. **Question:** On Page 9 of the RFP, Administrative Item 1 states that survey, road plans, permit drawings, and utility plans will be required. Please confirm these services will be required as part of this project.  
**Answer: The items on Page 9 that were not marked were considered as possibly needed to complete the project. Each firm developing a proposal should evaluate all**



work that will be necessary by the firm to achieve a comprehensive solution and a successful project.

- g. Question: Will the City release the original bridge plans, the superstructure replacement plans, and the latest inspection report?

Answer: The latest bridge inspection report and bridge plans will be made available through the City of Danville's Sharepoint no later than 12:00pm on January 6, 2022. In order to receive access to these documents, each person requesting access shall submit the VDOT Critical Infrastructure Information/Sensitive Security Information - Multi-Purpose Non-Disclosure Agreement (Complete Part B). The agreement is attached to this addendum. This agreement shall be emailed to Brian Dunevant at dunevbl@danvilleva.gov.

The subject of the email should say "IFB 22-23-031 Non-Disclosure Agreement." Please allow up to 2 business days for review of this document and for access to be granted.

End of Addendum #1.

Carol Henley
Carol Henley, Acting Director of Purchasing

Company Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Signature: \_\_\_\_\_

(Printed)
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_



# Critical Infrastructure Information/Sensitive Security Information (CII/SSI) Multi-Purpose Non-Disclosure Agreement

Retain a copy of both the front and back sides of this form for future reference

**VDOT requires CII/SSI be protected and not disclosed to unauthorized persons.**

## PART A: To Be Completed By Individual VDOT or Company Employee

### I agree with the following as a condition of being granted access to CII/SSI:

*CII/SSI, which is valuable and sensitive, is protected by law and by strict VDOT policies. The intent of these laws and policies is to assure that CII/SSI will remain confidential - that is, it will be used only as necessary to accomplish VDOT's mission. Disclosure of CII/SSI in any manner that permits interception by unauthorized persons could compromise safety and security and is prohibited. CII/SSI may be released only to persons with a need-to-know.*

*I might have access to this information in various formats including but not limited to documents and drawings, physical structures, and computer based systems. I have no right or ownership interest in any VDOT CII/SSI. VDOT may at any time revoke my authorization allowing access to CII/SSI.*

*Willful violation of this agreement may subject me to discipline which might include, but is not limited to, removal from current VDOT projects;*

*exclusion from further VDOT related work; and legal liability. My obligations with respect to the confidentiality and security of all CII/SSI disclosed to me shall survive the termination of any agreement or relationship with VDOT. My execution of this agreement shall not nullify or affect in any manner any other agreement, non-disclosure or otherwise, which I have executed or may execute with VDOT or the Commonwealth of Virginia.*

*I am obligated to protect this information from unauthorized disclosure in accordance with the terms of this agreement. I will only use CII/SSI that I obtain to perform my legitimate VDOT related duties. I will conduct myself in a strict conformance to applicable laws and VDOT policies governing CII/SSI. I will safeguard the confidentiality of all CII/SSI at all times. I will be responsible for my misuse or my wrongful disclosure of CII/SSI.*

Each provision of this agreement is severable. If any administrative or judicial tribunal should find any provision of this agreement to be unenforceable, all other provisions shall remain in full force and effect.

I make this agreement in good faith, without mental reservation or purpose of evasion.

_____	_____
Printed Name	Date
_____	_____
VDOT District/Division OR Company Name	Phone Number
_____	_____
Company Address	
_____	_____
Signature	Signature of Authorized Agent (Not required for VDOT employees)

## PART B: To Be Completed By Company Agent Only:

### In addition to the provisions above, I certify:

*All employees of this company involved with this VDOT project, regardless of location, who will have access to CII/SSI, myself included, will complete Part A of the Critical Infrastructure Information/Sensitive Security Information Multi-Purpose Non-Disclosure Agreement. The Agreement will be signed by me and accepted by VDOT prior to being granted access to CII/SSI. We will only access CII/SSI for which we have a need-to-know.*

*We will safeguard the confidentiality of all CII/SSI at all times. We will conduct ourselves in strict conformance to applicable laws and VDOT policies governing CII/SSI. Obligations with respect to the confidentiality and security of all CII/SSI disclosed to us shall survive the termination of any agreement or relationship with VDOT.*

Authorized Company Agent:

_____	_____
Signature of Authorized Agent	Date
_____	_____
Printed Name	Title
_____	_____
Company Name	Phone Number
_____	_____
Company Address	
_____	
VDOT Contract Name and Number	



**Critical Infrastructure Information/Sensitive Security Information (CII/SSI)  
Multi-Purpose Non-Disclosure Agreement**

*Back Page*

Retain a copy of both the front and back sides of this form for future reference.

**Handling CII/SSI**

You are responsible for safeguarding Critical Infrastructure Information/Sensitive Security Information (CII/SSI) in your custody or under your control.

The extent of protection afforded CII/SSI shall be sufficient to reasonably foreclose the possibility of its loss or compromise.

The terms of this clause (*Handling CII/SSI*), including this paragraph, must be included in any dissemination of any document, in whole or in part, that contains CII/SSI.

Protection - CII/SSI shall be protected at all times, either by appropriate storage or having it under the personal observation and control of a person authorized to receive it. Each person who works with protected CII/SSI is personally responsible for taking proper precautions to ensure that unauthorized persons do not gain access to it.

Use and Storage - During working hours, reasonable steps shall be taken to minimize the risks of access to CII/SSI by unauthorized personnel. After working hours, CII/SSI shall be secured in a secure container, such as a locked desk, file cabinet or facility where contract security is provided.

Reproduction - Documents or material containing CII/SSI may be reproduced to the minimum extent necessary consistent with the need to carry out official duties provided that the reproduced material is marked and protected in the same manner as the original material.

Disposal - Material containing CII/SSI shall be disposed of by any method that prevents unauthorized retrieval (e.g. shredding, burning, returning to original source, etc.).

Transmission - CII/SSI shall be transmitted only by VDOT courier, US first class, express, certified or registered mail, or through secure electronic means.