



City of Danville, Virginia

Director of Purchasing

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RFP 22-23-031

State of Good Repair Program UPC119215

ADDENDUM 3

1/23/2023

1. IFB vs. RFP

- a. It is not necessary for the consultants to make the IFB to RFP letter change on any required forms submitted with the proposal. This is considered incidental, is for identification purposes only, and is insignificant to the overall objective and success of the project. However, if desired, the change can be made by striking out the letters "IFB" and writing the letters "RFP" above them wherever they might appear.

2. Questions & Answers

- a. **QUESTION:** Can the proposal be hand-delivered?
ANSWER: Yes, the proposal can be hand delivered. Proposals must be submitted to the City of Danville Purchasing Office – 427 Patton Street, Room 304, Danville, VA 24541 by 5:00 pm on February 3, 2023.
- b. **QUESTION:** Would it be acceptable to put the electronic copy of the proposal on a USB, instead of a CD-ROM?
ANSWER: Yes, the proposal may be put on a USB instead of a CD-ROM. The USB will not be returned to the consultant.
- c. **QUESTION:** Which of the two Firm Data Sheets should be submitted, RFP pg. 14 or RFP pages 50-51? If the latter, is it acceptable to change the Project/No. to RFP 22-23-031 and add the single sentence on page 51 to the bottom of page 50 so that it all fits onto one page?
ANSWER: Both Firm Data Sheets are the same so either can be submitted. The Data Sheets on Page 50-51 were inserted at the direction of Civil Rights Division. If using these sheets, submit them as they are in the RFP package (2 pages). It is not necessary for the consultants to make the IFB to RFP letter change on any forms

submitted with the proposal. This is considered incidental, is for identification purposes only, and is unimportant to the overall objective of the project. However, if desired, the change can be made by striking out the letters “IFB” and writing the letters “RFP” above them wherever they might appear.

d. QUESTION: Is it acceptable to change the RFP No. to RFP 22-23-031 on Form C-48 (RFP pg. 21)?

ANSWER: It is not necessary for the consultants to make the IFB to RFP letter change on any forms submitted with the proposal. This is considered incidental, is for identification purposes only, and is unimportant to the overall objective of the project. However, if desired, the change can be made by striking out the letters “IFB” and writing the letters “RFP” above them wherever they might appear.

e. QUESTION: Since Item 10 is missing on RFP pg. 6, would it be acceptable to list Item 10 as “N/A” and our response as “N/A” when responding to “Response to RFP Expression of Interest Items 2-15”?

ANSWER: List Item #10 as “N/A” in your response since there is no Item #10.

f. QUESTION: Could the City confirm if the Team Organizational Chart should be included within the SF 330 Part I – Section D or if it should stand alone after SF 330 Part II per RFP pg. 3?

ANSWER: The Team Organizational Chart should stand alone after SF 330 Part II per RFP page #3.

g. QUESTION: Item 16 says to “Clearly indicate these services in the EOI.” (RFP pg. 7) but the Response to RFP Expression of Interest Items is only for #2-15. Could you please clarify if Item 16 must be addressed and if so, where to indicate this?

ANSWER: Page 6 - Response to RFP Expression of Interest Items #2-15 should say #2-16. Item #16 response shall be included after response to Item #15.

h. QUESTION: When including the signed addenda in the proposal, should all attachments be included or just the actual addendum pages?

ANSWER: Please include each entire addendum, with the completed signature page, and placed in the proposal after the transmittal letter.

i. QUESTION: Does the City have a preference on where the signed addenda should be included in the proposal?

ANSWER: It is preferred that the addenda be placed in the proposal after the Transmittal Letter.

j. QUESTION: Could the City please confirm that only one SF 330 Part II is needed for each firm?

ANSWER: Only one current SF 330 Part II is required for each firm involved.

- k. **QUESTION:** In the RFP Administrative section, Item 7 on Page 11, the City requests “three hard copies” of the proposal and a CD-ROM with PDF. May we submit the PDF on USB rather than CD-ROM?
ANSWER: Yes, the proposal may be put on a USB instead of a CD-ROM. The USB will not be returned to the consultant.
- l. **QUESTION:** Is there a page limit for the Understanding of Scope of Work?
ANSWER: The Understanding of Scope of Work should be limited to two (2) pages.
- m. **QUESTION:** In the RFP Expression of Interest section, Item 7 on Page 4, it is noted that SF330 Part I, Section H “is the ONLY section of the submission which may include pictures or graphics.” May we include pictures or graphics on Section F projects to better illustrate our relevant experience?
ANSWER: Section F may include one (1) half page picture per project example listed.
- n. **QUESTION:** We understand the Workload form is to be included and identify VDOT Category B Workload. The document among the bulleted list of EOI items. Do you wish for it to be placed in any particular location of the proposal document?
ANSWER: The Workload form should be inserted in the proposal as the page before the Firm Data Sheet.

End of Addendum #3.

Carol Henley
 Carol Henley
 Director of Purchasing

Company Name _____ Signature: _____

Address: _____ Signature: _____
 (Printed)

_____ Title: _____

City _____ State _____ Zip Code _____

Date: _____ E-mail Address _____

Phone No.: _____ Fax No.: _____