



TOWN OF CULPEPER

Procurement

400 S Main Street

Culpeper, VA 22701

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June 17, 2016

ADDENDA NO. 1 TO ALL OFFERORS:

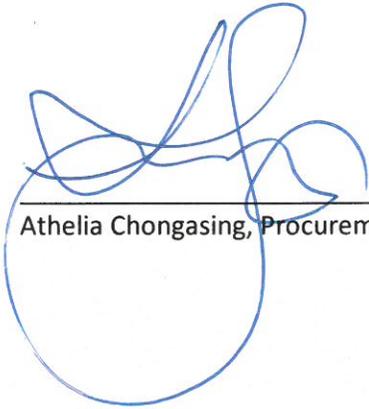
Reference – RFP: ENG-16-0307

Title: Open End Engineering Services

The following responses are answers to questions received with regard to the above referenced RFP and constitute Addendum #1. Please acknowledge receipt of this Addendum No. 1. Dated 6/17/16 on the Vendor Information Sheet where indicated when submitting your Proposal package or acknowledge if your Proposal package has already been mailed. **Failure to acknowledge this addendum may result in your Offer being declared non-responsive.** All other general terms, conditions and specifications shall remain the same.

1. On 6/14/2016 the category of the RFP was changed from Professional Service to Cooperative Procurement. No changes were made to the RFP Specifications.
2. On page 3 of the RFP, it reads: *Vendors are to clearly identify in the proposal which projects they are providing a proposal for.* The RFP shows three contracts listed **1. Highway Improvements 2. Dock Development 3. General Engineering Services.** Do we have to submit on all three or can we submit on just one or a combination of the three? **The Offeror can bid on one project or all three. Since the Town reserves the right to make a single or multiple awards, the option to bid on one or all projects listed remains open.**
3. On page 9, Item II.B.1, in the second paragraph, it states to include *an approach and proposed schedule.* If we were allowed to submit on, for example, the 3. General Engineering Services contract, and with this being a task order contract, a schedule would not be applicable. Is this a correct assumption as I see a schedule is scored as 10% of the evaluation? **The schedule at this stage is conceptual and is negotiable. The schedule will remain as a criterion in the evaluation process used by the Town.**
4. Will multiple contracts be awarded for the General Engineering Services contract? Or is it the Town's desire to award a single contract for all three contracts? **The Town will decide that once we see what Offers we are working with. Please keep in mind that this contract will have four (4) one (1) year renewal options. The three (3) projects will not be the only jobs that exist during the contract's life. This Procurement is also Cooperative to serve Culpeper County as well.**
5. Do we need to include hourly rates at this time? **Yes**
6. Will these contracts be discipline specific? (i.e.: One Contract for a Civil Engineer, One Contract for a Structural Engineer?) **No**

7. Does the Town Desire Project teams to include all engineering disciplines to be grouped together (i.e.: A project team with Civil and Structural Engineering). **Yes**



Athelia Chongasing, Procurement Officer