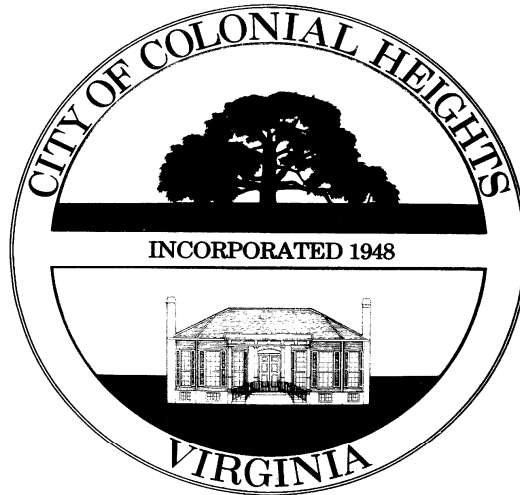


CITY OF COLONIAL HEIGHTS, VIRGINIA



INVITATION FOR BID: #21-081902-1122 **ADDENDUM # 1**

REQUEST FOR PROPOSAL “ON CALL” CONTRACT FOR CONSTRUCTION, ENGINEERING AND INSPECTION SERVICES

BID OPENING DATE: 2:00 PM, AUGUST 26, 2021

Note Change in
Proposal Due Date

CITY OF COLONIAL HEIGHTS CONTACTS:

KEITH A CHISOLM, ASSISTANT DIRECTOR, 804-520-9215, chisolmk@coloniaheightsva.gov

LARRY MELVIN, PURCHASING AGENT, 804-520-9333, melvinL@colonialheightsva.gov

City of Colonial Heights VA
Finance/Purchasing Department
City Hall – 201 James Avenue -2nd floor
Colonial Heights VA 23834
Larry H. Melvin – Purchasing Agent
Office: 804-520-9333 melvinL@colonialheightsva.gov

August 11 2021

21-081902-1122

This Addendum is issued for the following:

CHANGE 1:

On Pages 12-13, CHANGE Item 8 to read:

This RFP does not contain DBE/SwAM requirements. At time of publication, VDOT has not required a DBE/SwAM requirement.

CHANGE 2:

CHANGE the order of the Expression of Interest to the following:

- Transmittal letter
- Table of Contents
- Understanding of Scope of Work
- Response to RFP Expression of Interest Items 2-15
- Present Workload with Department form
- Standard Form (SF) 330 Part I – one combined for the project team
- Standard Form (SF) 330 Part II – one for each firm
- Team Organization Chart – Section D Standard Form (SF) 330 Part I
- Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
- Full size copies of Commonwealth of Virginia DPOR registration certificate for the Key Personnel
- Firm Data Sheet
- Non-Collusion Statement
- Certification Regarding Debarment form

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CHANGE 3:

On page 11 of 20, CHANGE Key Personnel categories to read as follows:

Program Manager
Task Manager
Sr. Environmental Scientist
Environmental Scientist
Environmental Technician
Geologist
Sr. Hydraulics Engineer
Hydraulics Engineer
Jr. Hydraulics Engineer
Administrative Assistant

CHANGE 4:

On Page 16 of 20, Paragraph 12 ADD: Construction Engineering and Inspection

CHANGE 5:

ADD “Wet” Signature to the original copy of the proposal.

CHANGE 6:

ADD RFP Submission Timeline:

ALL RFIs Emailed to Mr. Larry Melvin NLT:	August 13, 2021
OPTIONAL Pre-Proposal Meeting (virtual-Webex)	August 19, 2021
FINAL Addendum Issued (if required):	August 23, 2021
ALL PROPOSALS DUE TO City Hall (NLT 2:00 PM)	August 26, 2021
Initial Screening of Submissions (NLT)	September 9, 2021
Interviews	September 13-24, 2021
Final Decisions (NLT)	September 30, 2021

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CHANGE 7:

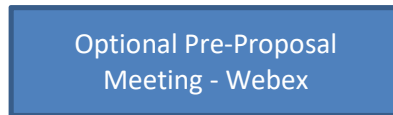
OMIT Additional Information Package entirely

CHANGE 8:

ADD: Selected firms are required to submit labor rates and direct costs to VDOT for review.

CHANGE 9:

ADD: Information for the **OPTIONAL Pre-Proposal (Webex Sign in Video/Teleconference) on August 19, 2021 @ 1000**



Optional Pre-Proposal
Meeting - Webex

Meeting Link:

<https://department-of-public-works-colonial-heights.my.webex.com/department-of-public-works-colonialheights.my/j.php?MTID=m24c0f6271bdf444c6fef7576e35175a3>

Join by meeting number

Meeting number (access code): 2556 531 0268

Meeting password: **3bnEdHAV4N4**

Tap to join from a mobile device (attendees only)

[+1-408-418-9388](tel:+1-408-418-9388).,25565310268## United States Toll

CHANGE 10:

ADD: CEI procurement requires workload for Category C.

CHANGE 11:

The SF 330 and narrative items 11-13 are no less than 10 pt. font. Item 14 is 12 pt. font.

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Please acknowledge receipt of the addendum, by signing below and returning with your proposal.

Name of Contractor: _____

Bidder's Name: _____

Title: _____

Address: _____

Phone Number
(Office) _____

Phone Number (Cell) _____

Email: _____