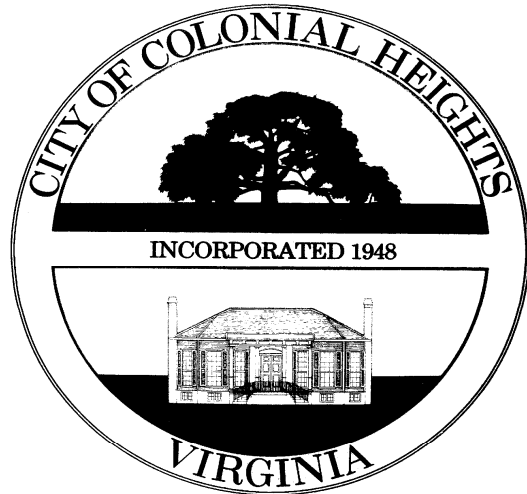


# CITY OF COLONIAL HEIGHTS, VIRGINIA



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

**ADDENDUM # 3**

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

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

**CITY OF COLONIAL HEIGHTS CONTACTS:**

**KEITH A CHISOLM, ASSISTANT DIRECTOR, 804-520-9215, [chisolmk@coloniaheightsva.gov](mailto:chisolmk@coloniaheightsva.gov)**

**LARRY MELVIN, PURCHASING AGENT, 804-520-9333, [melvinL@colonialheightsva.gov](mailto:melvinL@colonialheightsva.gov)**

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

**August 24, 2021**

**Addendum # 3**

**#21-081902-1122**

This Addendum is issued for the following:

**CHANGE 1:**

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

Project Manager/Contract Manager  
Transportation Engineer/Planner/Scientist  
Construction Inspection Coordinator / Manager (Senior)  
Construction Inspector (Senior)  
Construction Inspector (Regular)  
Construction Inspector (Trainee)  
Administrative Assistant

**CHANGE 2:**

**ADD:** Resumes will not be required for the title of Admin Assistant, but will be required for any trainee doing independent inspection work in the absence of a trainer.

**CHANGE 3:**

On Page 11, fourth bullet, **CHANGE** to read “Response to RFP Expression of Interest Items 2-17”

**CHANGE 4:**

CLARIFICATION: SF 330 Part I, Section D (Organizational Chart of Proposed Team) needs to be listed only once.

**CHANGE 5:**

Page 16, #14, in the Expression of Interest section, “In addition to the page restrictions listed above, a maximum of 5 additional pages may be included in the Expression of Interest. All pages are to be 8 1/2” X 11” and printed on one side with single- spaced type no smaller than 12 pitch.” The submitting firm may use the additional pages as outlined above if necessary, and does not need to be omitted as referenced in Addendum 1 Change 7

City of Colonial Heights VA  
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August 24, 2021

Addendum # 3

#21-081902-1122

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

**Name of Contractor:** \_\_\_\_\_

**Bidder's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number  
(Office)** \_\_\_\_\_

**Phone Number  
(Cell)** \_\_\_\_\_

**Email:** \_\_\_\_\_