

November 9, 2016

ADDENDUM #2

**NOTICE TO ALL BIDDERS FOR
CITY OF WINCHESTER
ITB #201455 PROFESSIONAL ENGINEERING AND RELATED SERVICES
FOR AN ON-CALL CONTRACT TO THE CITY OF WINCHESTER
FOR VARIOUS PROJECTS**

This Addendum forms a part of the Contract Documents and modifies the original bidding documents for ITB #201455 dated October 17, 2016.

This Addendum consists of 2 pages. The following information shall modify and clarify the Contract Documents:

1. **Attachment #1** – Questions and answers. Attachment 1, Questions and Answers, and any updates, shall be part of the contract and hereby incorporated within. Attachment 1 will be updated periodically to share all relevant questions and answers.

This Addendum must be signed and returned to the Finance Department – Purchasing Division, 1st Floor Rouss City Hall, 15 North Cameron Street, Winchester, VA 22601 by **2:00 p.m. local time on December 1, 2016** with your BID.

Receipt of Addendum #2 to Invitation to Bid #201455 is acknowledged by my signature below:

Company Name: _____

Authorized Representative: _____

Address: _____

Telephone: _____ FAX: _____

Attachment 1

PROFESSIONAL ENGINEERING AND RELATED SERVICES FOR AN ON-CALL CONTRACT TO THE CITY OF WINCHESTER FOR VARIOUS PROJECTS ITB #201455

Questions & Answers

This document will be updated periodically to share all relevant questions and answers.

- Q1. The RFP notes a 20 page limit. We assume this to be single sided pages resulting in a total of 20 pages of written text on the front only. However, if 20 pages of double sided content are allowed then the amount of content will increase by double. Please advise if the 20 pages are single or double sided.
- A1. The page limit is 20 pages single sided or 10 pages double sided.
- Q2. Please advise if the Table of Contents and cover letter (both to be bound in the proposal ahead of the proposal content) will count towards the 20 page limit.
- A2. The table of contents and cover letter do not count towards the 20 pages.
- Q3. Does the City desire the RFP itself to be included in the proposal?
- A3. No.
- Q4. Addendum 1 notes to acknowledge receipt in the bid form. We assume that this text is not intended for this proposal as there is no bid form. We also assume that the addendum doesn't count towards the page limit. Please confirm both items.
- A4. The addendum needs to be signed and included with the proposal. It does not count towards the 20 page limit.
- Q5. In the RFP (page 5) it notes to organize the proposal and states "Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP." We anticipate a significant number of paragraphs to be included and, rather than including the corresponding section of the RFP in each paragraph, figured to include a divider tab ahead of each proposal section which clearly states the name of the section and how it is related to the RFP requirements. Would this approach be acceptable? Alternatively, the TOC could include information relating the various proposal sections to the RFP requirements. Would this be acceptable?
- A5. Either approach is acceptable.