



ADDENDUM 2 REQUEST FOR PROPOSAL

RFP#2011-3238-2005

December 3, 2010

City of Newport News

OFFICE OF THE PURCHASING DIRECTOR

2400 Washington Avenue

Newport News, VA 23607

Phone: (757) 926-8032 Fax: (757) 926-8038

www.nngov.com/purchasing

Annual Contract for Signal Retiming and Transportation Engineering Services

It is agreed and understood this page and the following pages will constitute addendum 1, and shall be made part of the RFP document. Acknowledgement, showing receipt and acceptance of the changes is to be returned in the manner specified above.

Please see questions, responses and clarification on Pages 2 through 4 of this addendum.

Proposal Due: December 9, 2010 @ Close of Business (C.O.B.)

Contract Officer: _____

Shari D. Colvin, CPPB, VCO, Deputy Director, scolvin@nngov.com and Brenda Vines, Assistant Buyer, bvines@nngov.com

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

(This Form Must Be Signed.)

1. According to Task 2.4 Specific Proposal Requirements under the last bulleted item, a SF 254 and SF 255 is requested for this proposal. Included in the SF 254 and SF 255 forms are resumes and project experience, would you like the projects and resumes included in addition to the relevant experience in Team Capabilities and the standard resumes requested in the other areas of the proposal?

Yes, please put the resumes in both sections.

2. Task 3.1 Evaluation and Award Criteria states that all responses coincide with your numbering system and order, as organized on page 15 of the RFP. The list on page 15 of A through G does not include the following as requested: SF 254, SF 255, SWAM documentation, and standard resumes. Where should these items be placed in the proposal package?

In the Appendix.

3. That in requesting the SF 255, usually VDOT requests that the Item 9 should reflect projects being performed for VDOT or other state DOT's. From time to time, municipalities using the 255 for their procurements adjust this language to respond to projects currently being conducted in their locality.

Please list projects that are being done in the City of Newport News first. If you would then like to add projects that you are doing for VDOT those can be added as well.

4. There is a stated 25-page limit, excluding certain sections or materials that have been identified.
 - a. Is the 25 page limit, 25 one-sided pages?
 - i. Yes, it is one sided.*
 - b. Are tabs, cover/back, table of contents or dividers included against that count?
 - i. No, they are not counted against the count.*

5. Does the entire RFP need to be initialed on each page and included with the proposal? If so, is it acceptable to include that in the Appendix?

Yes the entire RFP needs to be initialed. Yes it would be acceptable to have it in the appendix.

6. There is a request to provide the SCC number of the prime consultant. Is it permissible to provide that number in the transmittal letter?

Yes, but it will also be required in the terms and conditions where you have initialed that page and included it.

7. Please confirm that each page of the RFP should be initialed and included in our response (original and copies). If so, can the initialed document be included in the Appendix with the resumes and 254/255 forms?

Yes, it can be included in the Appendix.

8. Is it acceptable to have the completed Firm Data sheet included in the Appendix of the proposal just in front of the letters of commitment?

Yes, that will be acceptable.

9. Does Title VI information need to be submitted with this proposal?

Yes, this is required.

10. May we include a copy of our Title VI approval letter from VDOT in place of the form on pages 23-31 of the RFP and just initial those pages instead?

Yes it is required that these forms be filled out. The letter can be used if selected.

11. On page 14, in the Team Capabilities section, resumes are required for Key Personnel – these will be included as a part of the 255. There is then mention that “brief project descriptions should demonstrate that each project is similar....and include a point of contact (name....). Does this mean that the contact information is to be provided for each project in the key personnel resumes? Or does this refer to the projects we will list as firm experience?

Key personnel should have been part of similar projects as well as the firm should have been part of similar projects. This would need to be noted team capabilities.

12. Is the DBE Good Faith Efforts Documentation to be included in the proposal? Or when requested by VDOT for an awarded task?

This is an aspiration goal. If you do have participants it would be good to include them.

13. The DBE Good Faith Efforts Documentation form (pages 44 – 60) instructions state the information must be submitted with the proposal if the bid does not meet project DBE requirements or when requested by VDOT. Since there is no DBE requirement associated with this project, do we need to complete the forms (other than initialing each page)?

This is an aspiration goal. If you do have participants it would be good to include them.

14. Since this is an on-call contract and we will be uncertain about the number of task orders let during its course, at the proposal stage do you wish to have the SBE, MBE, WBE Business Objective form included in the proposal, or is this a reporting mechanism for post-award?

Identify what tasks might be done in section three by a SBE, MBE, WBE. As you do not know what the dollar value of the annual services contract will be.