

City of Lynchburg  
Procurement Division  
900 Church Street  
Lynchburg, Virginia 24504  
Telephone No.: (434) 455-3970  
Fax No.: (434) 845-0711

**Addendum for Request for Proposal  
Engineering Services Relative to Transportation Projects**

**14-879**

---

Date: 12/12/2014  
From: Lisa Moss, Buyer VCA  
RE: Addendum No. 1

---

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Offeror shall indicate receipt of this Addendum and all previously issued Addenda on the Title Page.

1. **REVISION TO PAGE 6 PARAGRAPH 10: PROPOSAL PREPARATION:** Responses shall be limited to no more than twenty (20) pages front only, (10 pages if print is on front and back of page), excluding the cover, title page, transmittal letter, **VDOT required reporting forms**, and table of contents, by including all other materials.
2. Who are the current incumbents for the current version of the contract?  
**This is a new contract for the city.**
3. How many firms does the City intend to select from this RFP?  
**Two or more**
4. To confirm, the City will not short-list for oral presentations, correct? The City intends to select and award directly from the proposals?  
**The City will create a short list and conduct interviews from that list to determine the firm or firms that will be selected.**
5. Is right-of-way acquisition or appraisal services desired under this contract, or does the City have in-house staff (or other contractual consulting arrangements) to handle right-of-way and appraisal needs?  
**This is not part of the RFP.**
6. DBE goal for the contract is listed as 0% in one location; however it is referenced also on another page as “the Department believes that these services support 10% DBE participation”. Is there a DBE goal and how will the DBE participation be scored?  
**This is not required and not scored.**
7. Proposal Preparation #6: Is a fee rate structure required in the RFP response or after contract award? If to be included, does this count towards the 20 page requirements?  
**This is not required.**

