



# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

Purchasing Department  
(276) 645-7328

1/31/2025

## **Addendum 1: Inquiry Response, Firm Data Sheet, and Updated Proposal Submission Form**

RFP# CD-25-001 - Feasibility Study/Pre-Engineering Plan  
Mendota Trail to Downtown Bristol Connector

Publish Date: January 13, 2025

Bid Close Date: February 12, 2025

The City has received several questions concerning proposal submission requirements. Please see the questions and their respective answers in red below:

1. *Do the forms in Appendix B count towards the 15-page limit?*
  - The 15 page limit does not include Appendix B submission forms.
  
2. *Can we include a cover page? Will this count towards the 15-page limit?*
  - There may be a single cover page or cover letter. This does not count towards the 15-page limit.
  
3. *Are the 15 pages “fronts only,” or “Front and Back”?*
  - Each page of the proposal should be one-sided; the proposal must consist of 15 single pages.
  
4. *In the “General Requirements” section on pg.6, point #4 references to a “...timeframe stated on pg. 9 of this RFP.” Where and what is this timeframe?*
  - The timeframe in question is located in the “Term” section on page 7 of the RFP. The estimated timeframe for this work is 8 to 10 months. “General Requirements”, point #4 was not updated to adjust to format changes. This accounts for the discrepancy.
  
5. *Can you please clarify which page is the Firm Data Sheet (mentioned on the Proposal Submission Form) or provide a copy if this was not included in the original RFP?*
  - The Firm Data Sheet has been added. It is referenced as a required item on the Proposal Submission Form.

6. *Due to prolonged shipping delays throughout North America, would the City consider accepting electronic submittals via email or secure file transfer for responses to the proposal? At a minimum, we would like to request the acceptance of electronic submittals with corresponding tracking information to be deemed responsive in case the hard copies are delivered after the RFP closing period.*
- *As per the Submittal Requirements section on page 6, an offeror may submit an electronic copy of their proposal on the eVA procurement platform. However, one original and four paper copies of the sealed proposal must be delivered to the address listed in the Submittal Requirements section by the designated due date and time. No proposal received after the designated due date and time will be considered.*

The attached Proposal Submission Form has been updated to require a confirmation signature of receipt of Addendum. The updated Proposal Form is a part of this addendum.

Adam Timbs

*Procurement Specialist*



# CITY OF BRISTOL, VIRGINIA

---

Office of the Purchasing Manager  
Attn. Adam Timbs  
300 Lee Street, Bristol, VA 24201

## *Feasibility Study/Pre-Engineering Plan Mendota Trail to Downtown Bristol Connector Consulting Services*

### PROPOSAL SUBMISSION FORM

THE FIRM OF: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

FEIN \_\_\_\_\_

Hereby proposes to provide the requested services as defined herein.

I understand that the omission of any items listed below from this proposal may be cause for rejection of the proposal as non-responsive. I have ensured that I have received and acknowledged any and all Addenda.

- A. Return the following with your proposal. If Consultant fails to provide with their proposal, items shall be provided within twenty-four (24) hours of proposal opening.

| ITEM:                                                     | INCLUDED: (X) |
|-----------------------------------------------------------|---------------|
| 1. W-9 Form                                               | _____         |
| 2. Certificate of Insurance                               | _____         |
| 3. Addendum 1                                             | _____         |
| 4. One (1) original and four (4) copies of the proposal   | _____         |
| 5. Firm Data Sheet (provided in Addendum 1)               | _____         |
| 6. Certification Regarding Debarment Forms (Attachment B) | _____         |

B. Failure to provide the following items with your proposal shall be cause for rejection of proposal as non-responsive and/or non-responsible. It is the responsibility of the Consultant to ensure that it has received all addenda and to include signed copies with their proposal.

| ITEM:                                                       | INCLUDED: (X)         |
|-------------------------------------------------------------|-----------------------|
| 1. Addendum 1                                               | _____                 |
| 2. Payment Terms<br>Other                                   | _____ Net 30 or _____ |
| 3. Proof of Authority to Transact Business in Virginia Form | _____                 |
| 4. Response to RFP Section (one original and four copies)   | _____                 |

Person to contact regarding this proposal: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name and title of person authorized to bind the Firm:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing and submitting a proposal, your firm acknowledges and agrees that it has read and understands the RFP documents and has resolved any questions and discrepancies to their satisfaction.

We Acknowledge receipt of:

Addendum No. \_\_\_\_\_ Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Signature \_\_\_\_\_

## FIRM DATA SHEET

**Funding: F (S=State F=Federal)**

Project: CD-25-001

Feasibility Study/Pre-Engineering Plan  
Mendota Trail to Downtown Bristol Connector

Proposal Due Date: February 12, 2025

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data may result in the Proposal not being considered.

| Firm's Name, Address and DBE and/or SWAM Certification Number | Firm's DBE or SWaM Status * | Firm's Age | Firm's Annual Gross Receipts |
|---------------------------------------------------------------|-----------------------------|------------|------------------------------|
|                                                               |                             |            |                              |
|                                                               |                             |            |                              |
|                                                               |                             |            |                              |
|                                                               |                             |            |                              |

\* YD = DBE Firm Certified by DMBE    N = DBE or SWaM Firm Not Certified by DMBE  
NA = Firm Not Claiming DBE or SWaM Status    YS = SWaM Firm Certified by DMBE.

Indicate whether small, woman-owned, or small business.  
DMBE is the Virginia Department of Minority Business Enterprise