



Purchasing Department
(276) 645-7328

CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

October 15, 2025

Addendum No. 1: Inquiry Responses and Submission Form

RFP # CM-26-001 Construction Project Management Services

Issuance Date: September 26, 2025
Inquiries Deadline: October 10, 2025
Addendum Release: October 15, 2025
Due Date: October 29, 2025 at 2:00 PM, EST

This addendum details responses from the City of Bristol, Virginia (“the City”) to questions submitted by the inquiry deadline designated in the Request for Proposal (RFP) mentioned above. Responses from the City are indicated in **red text** following questions submitted. This addendum becomes part of the contract document between the City and any awarded Offeror(s).

This addendum includes the Submission Form which requires a signature to confirm the receipt of this Addendum. The Submission Form is included on page 9 of this document. The complete Submission Form should be included in the Offeror’s five (5) required complete sealed proposals to be submitted to the City which is due to the City on October 29, 2025.

QUESTIONS

1. Are you able to provide additional information about the project as I did not see any RFP documents or scope provided in the solicitation?

- It is intended that the potential site for the facility will be located adjacent to Bob Morrison Blvd, Bristol, VA 24201.
- Tax Parcel Information:
 - Parcel No. 26-2-14-J
 - Parcel No. 26-2-14-J1

- An initial estimated project cost is \$12,000,000.
 - An initial projected seating capacity is estimated at 1,500.
2. Our team has been looking over the RFP for the baseball stadium. If you can disclose, will you share with me the POC with the architect leading the project?
 - There has been no architect selected for this project at this time.
 3. Is there a concept design, site location, or preliminary cost estimate available that will inform the CM consultant's scope?
 - See the response to Question 1.
 - There is no concept design at this time.
 4. The RFP references facility commissioning services—can the City clarify whether this includes full building systems commissioning (MEP, envelope, life safety) or a limited owner-verification role?
 - The intent is for full building systems commissioning.
 5. Will the City require the CM consultant to provide onsite representation full-time during construction, or is a part-time/on-call presence acceptable?
 - The City will require on-site presence when it is critical to the project.
 6. The RFP notes that the project's start is contingent upon City Council approval and funding—is there an anticipated approval timeline or funding source identified?
 - There is not an approved timeline or an approved funding source identified at this time.
 7. Does the City have a target completion date or event season for the new stadium (e.g., Spring 2028 baseball season)?
 - The estimated completion date for the project is Spring 2027.

8. Will the City release the anticipated project budget or magnitude of cost to assist firms in aligning staff effort and fee levels?
 - See the response to Question 1 for an overall project cost estimate.
9. Are there any local participation or SWaM goals (Small, Women-, and Minority-Owned Business) applicable to this procurement?
 - SWaM procurement plan is not a condition of this award.
10. Will out-of-state firms be considered eligible if registered to transact business in Virginia per the SCC form?
 - Yes.
11. Will travel and lodging costs for Bristol-based meetings be considered reimbursable expenses, or should they be included in the fixed fee?
 - Fee structure and reimbursable expenses will be addressed during the competitive negotiation process. The submittal should clearly indicate whether travel and lodging costs are included in the fees, or if they will be reimbursed separately.
12. For the redacted copy, should proprietary information be limited to financial/fee content, or also include resumes and project references?
 - Per the Agency Procurement and Surplus Property Manual (APSPM) issued by the Department of General Services for the Commonwealth of Virginia, any Social Security Numbers, Taxpayer Identification Numbers, or other personal information of individuals should be redacted from the files.
13. Will the City issue addenda or responses to questions via eVA, or directly to all known interested firms?

- Addendum No. 1, which will be issued on October 15, 2025, will be posted on eVA, the City's website, and also sent electronically to any firm or entity who submitted an inquiry via email.

14. What is the timeline for City Council final approval to move forward with the project?

- It is anticipated that final approval will be granted in early Spring 2026.

15. How will the project be funded?

- At this time, the City is considering a combination of debt funding, local funding, and outside source funding.

16. Has a site been identified and if so, where is the site?

- See the response to Question 1.

17. Has an architect been selected, and if so, who is the architect?

- See the response to Question 2.

18. Which entity is ultimately responsible for the completion and delivery of the stadium project, the City of Bristol or Boyd Sports?

- The City is ultimately responsible for the completion and delivery of the stadium project.

19. Who comprises the selection committee for the RFP?

- Per the RFP, absolutely NO contact shall be made by the Vendor with any member of the evaluation committee. Violation will result in rejection of the proposal. Nikki Asher, Purchasing Clerk, is the sole contact for any questions regarding this solicitation. See the RFP for her contact information.
- The evaluation committee will consist of the City Manager, Assistant City Manager/CFO, Deputy Finance Director, Director of Public Works, Community

Development Director, and Economic Development Manager.

20. What are the City's expectations for local participation of professionals i.e. architects, contractors, etc.?

- Each Offeror should demonstrate their responsiveness by submitting the items requested in the RFP, which includes location of the headquarters and nearest offices.

21. What will be Boyd Sports participation in the design and construction of the stadium?

- RFP # CM-26-001 is for Construction Project Management Services.
- This RFP does not include the design and construction of the stadium.

22. Who will the Owner's Rep report to on a regular basis?

- The entity that is awarded this contract will report to City staff.

23. Is the city committed to the design-build project delivery method, or will it consider other methods of delivery?

- See section 1 (Introduction) of RFP # CM-26-001 Construction Project Management Services.

24. In reviewing the submission guidelines, I am wondering if you can provide specific information regarding what financial documents are required for item 1b. Thank you for your time.

- The Offeror should submit sufficient financial data to successfully demonstrate their ability to perform.

25. I hope this message finds you well. I'm reaching out to confirm the deadline for submitting questions regarding RFP #CM-26-001. The RFP states "10:00 a.m. Wednesday, October 10, 2025," and we want to clarify whether questions are due by

tomorrow, Wednesday, October 8, or by Friday, October 10.

- All questions received by the City by 10:00 a.m. on October 10, 2025, are answered in this addendum.

26. We have one question for you for the City of Bristol's new baseball stadium: In order to better describe our fee structure, what is the estimated value of the project and the anticipated duration once the project commences?

- See the response to Question 1 for the estimated overall project cost.
- We expect to begin construction in Spring 2026, and hope to complete the project by Spring 2027.

27. For the project's scheduling requirements, please confirm that these tasks can be provided remotely and fulltime on-site is not required.

- The City will require on-site presence when it is critical to the project. Full time presence will not be required of the Offeror.

28. Please provide any design documents available for offeror to identify systems requiring commissioning along with accurate costing for the level of effort required.

- There are no design documents available at this time.

29. Is the architect for the project already identified and engaged on the project along with design status.

- See the response to Question 2.

30. Please provide the size and current cost estimate for the facility.

- See the response to Question 1.

31. With the minor league team involvement have they provided a list of requirements for inclusion in the project and if so please provide to interested parties.

- The City does not have a list of requirements for inclusion in the project at this time.

32. What is the anticipated seating and commissary anticipated for the facility?

- See the response to Question 1.

33. Is there a standard format that the City of Bristol prefers for pricing information?

- The City does not have a preference on formatting for the pricing information.

34. Do you want the electronic copy of the proposal emailed or on a flash drive with the printed copies in the bid package?

- The electronic copy of the full and redacted proposals may be included with the hard copy submissions on a flash drive, or emailed to Nikki Asher, Purchasing Clerk, at nikki.asher@bristolva.org. The electronic copy does NOT replace or suffice for the five (5) required complete sealed proposals to be submitted to the following address: City of Bristol, Virginia, Procurement Office, 300 Lee Street, Bristol, VA 24201. The electronic copy is requested in addition to those.
- Those wishing to submit electronically may do so via the eVA procurement platform while also submitting the required paper copies to the City by the due date. No FAXED proposals will be accepted.

35. Can you clarify what financial information would be acceptable for Section 1.b Provide the financial data that demonstrates the Offeror's capability to perform.

- See the response to Question 24.

36. On page 16 of the RFP, what limits are you requesting for "Construction Management Advisor"? There is nothing explicitly listed. We carry \$2M per incident, \$2M overall-is that sufficient?

- The City will request the same limits as noted for the “Professional Engineer” on page 16 of the RFP.

37. In the RFP, you state a start in Spring of 2026. Are any more “dates certain” going to be provided? Overall assumed preconstruction period? Overall construction period? Without certain timelines, Bristol may be analyzing “apples vs. oranges”. How can we quote a “complete price (page 7)” without more detailed timeline expectations?

- See the response to Question 26.

38. What is the current overall project budget? Total? Construction hard costs? Soft Cost?

- At this time, the only known project budget information is listed in the response to Question 1.

39. Please confirm that a license is required for this work? Per a past conversation with DPOR, to perform Construction Management work (even though this is Advisory and not At Risk in the Commonwealth), we would need to secure/possess a Contractor’s license that corresponds to a Contracted \$ amount in the Commonwealth.

- The City will rely on the Construction Project Management Services entity or firm selected to ensure that they have all required licenses.



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(276) 645-7328

CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

SUBMISSION FORM

THE COMPANY/INDIVIDUAL 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 Addendum No. 1.

Person to contact regarding this RFP: _____

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. 1 Signature _____