



Purchasing Department  
(276) 645-7328

# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

October 27, 2025

## Addendum No. 1: Inquiry Responses and Submission Form

RFP # PW-26-006

Issuance Date: October 16, 2025  
Inquiries Deadline: October 23, 2025  
Addendum Release: October 27, 2025  
Due Date: November 10, 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 --- 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 November 10, 2025.

### QUESTIONS

- 1) In recent years, what are the number and types of plan reviews the city has managed? Have these reviews been supported by consultants?
  - a. To date for calendar year 2025, the City has received 13 site/construction plans.
  - b. In calendar year 2024, the City received 8 site/construction plans.
  - c. In calendar year 2023, the City received 15 site/construction plans.
  - d. All of the plan reviews have previously been performed by City staff and all plans have been private development.
- 2) It is stated in the RFP, item 4. SUBMITTAL REQUIREMENTS, 2. Method and plan for providing services, a. "Offerors must provide detailed written descriptions of services in which they are able to provide, standard schedules associated with the completion of such services, and proposed fees supported by man hours in each category." Although item 6. EVALUATION OF PROPOSALS, states: "The Request

*for Proposal shall not, however, request that offerors furnish estimates of manhours or cost for services." Please clarify.*

a. Correction:

In 4. SUBMITTAL REQUIREMENTS, item 2 should read as follows:

2. Method and plan for providing services

Offerors must provide detailed written descriptions of services in which they are able to provide and standard schedules associated with completion of such services.

b. There are no changes to 6. EVALUATION OF PROPOSALS.

- 3) Can you please confirm whether RFP # PW-26-006 is a new solicitation or a re-issue of a previous on-call engineering contract?
  - a. This is not a re-issue of a previous on-call engineering contract.
- 4) If this contract replaces a prior on-call, could you identify the incumbent firm(s) and the prior contract's term/expiration date?
  - a. This is not applicable to this RFP.
- 5) Under this procurement, should offerors include any proposed exceptions or clarifications to contract language within the initial proposal, or should such items be held for negotiation after shortlist ranking in accordance with the Virginia Public Procurement Act procedures for A/E services?
  - a. Offerors should hold such items for the negotiation phase, in accordance with the Virginia Public Procurement Act procedures for A/E services.
- 6) Will the City accept plan sets, technical submittals, or other deliverables electronically (via email or a file-sharing platform) for this contract's task orders, or will physical copies still be required?
  - a. The City has received both electronic and hard copies from engineering consultants in the past. However, the trend in recent years has been that the plans and related reports have been submitted electronically. Either will be acceptable.



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## 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 \_\_\_\_\_