



# Dinwiddie County Administration Office

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## ADDENDUM #1

Date: May 21, 2021

Request for Proposals #: RFP-21-051221

Architectural and Engineering Services, Term Contracts

Deadline: Friday, May, 28, 2021 at 2 p.m.

TO ALL POTENTIAL OFFERORS:

The following information is being provided for purposes of clarification or in response to questions received from potential offerors. In the event that any of these specifications conflict with previous specifications, the specifications in this addendum shall control. Prepare your proposals accordingly:

1. Clarification: We do not need one team that does everything in the RFP. We will be awarding to more than one vendor. Please submit your proposal based on your company's specialty services.
2. Question: Can you confirm that electronic submission is sufficient? If we choose to do it through the vendor registry, that we do not have to produce a hard copy as well?  
Answer: Correct. If you submit electronically through our website ([www.dinwiddieva.us/purchasing](http://www.dinwiddieva.us/purchasing)), no hard copies are needed. Our new system, Vendor Registry, locks all proposals submitted until after the deadline. The committee will then review and evaluate proposals electronically. Hard copies received will be scanned in after the deadline. Electronic submission is preferred, but not required at this time.
3. Question: Question about insurance requirements. The \$6,000,000 aggregate for Architecture and Engineering is more than we normally carry and seems high for the task order limit of \$150k. This extra \$1,000,000 in coverage is expensive to carry for on call services at that level. We can certainly get it but I am wondering if you require it for award or can it be acquired when task are issued to keep the cost down? Typically we see \$5,000,000 aggregate for these type contracts.  
Answer: This insurance limit is high for the type of projects referenced in this RFP. Please provide in your proposal your current insurance limits or a copy of your certificate of insurance. Insurance requirements will be assessed on a project-by-project basis.
4. Question: In reference to **Section 5.2 (B.) – Item No. 5 – Resumes and proof of certification and/or licensure of all key staff to be assigned to projects.** For proof, is it acceptable to have

the license and/or certification number and state listed in the resume (i.e. Professional Engineer (State) License No. 1234567890); or do you want a screenshot and/or print-out to show proof of certification and/or licensure?

Answer: If the person or company holds a VA license/certification, listing the license/certification number and state in the resume is acceptable.

**Note: A signed acknowledgement of this addendum must be received by this office prior to the due date and time, or must be attached to your proposal. Signature on this addendum does not constitute signature on the original proposal document. The original proposal must also be signed per RFP instructions.**

Company Name: \_\_\_\_\_

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

Type/Print Name: \_\_\_\_\_

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

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