

CITY OF CHESAPEAKE

REQUEST FOR PROPOSAL

ADDENDUM NO. 1

ISSUE DATE: August 14, 2008 RFP No. 9011

TITLE: Annual Subsurface Utility Location and Designation Services

ISSUED BY: City of Chesapeake
Purchasing Division
306 Cedar Road, 5th Floor
Chesapeake, Virginia 23322

DEPARTMENT: Public Works

Change Proposals due date from 5:00 p.m. August 18, 2008 to read 5:00 p.m. August 22, 2008.

The following items whether by omission, deletion, or subtraction are to be included in and form a part of the proposal documents.

The Cost Proposal is part of the selection criteria as indicated in Section IX. The final paragraph of Section VII was placed in error, and the following removes this paragraph.

SECTION VII. SPECIFIC PROPOSAL INSTRUCTIONS

Delete the final paragraph of Section VII on page 8 that states the following:

“Consultant must submit his proposed method of determining a fee for professional services. However, the schedule of fees to be charged for this project shall not be included at this time.”

ADD THE FOLLOWING TO THE RFP

XII. PRICE ADJUSTMENTS:

A Consumer Price Index

- 1 Prior to July 1, 2010, there will be no price adjustment to the contract.
- 2 The Contract Unit Price shall be adjusted up or down as conditions dictate for each of the remaining years of the contract by the following procedure:
 - i The Contractor shall submit a written request and appropriate documentation, no later than March 1, for an adjustment in the Contract Unit Price from the City. Any such adjustment granted by the City shall become effective on July 1 of that year for the remaining term of the Contract. This adjustment shall not exceed the change of the Consumer Price Index (CPI), specifically the documents known as the "Consumer Price Index, U.S. City Average, All Urban Consumers", prepared by the U.S. Bureau of Labor Statistics, and includes any appropriate successor index published by that agency.

Downward adjustments resulting from a negative Consumer Price Index shall be made by the City, when appropriate, without a request from the Contractor. The Consumer Price Index adjustments shall be computed as follows:

- ii Beginning with the fiscal year commencing July 1, 2010, the net percentage change shall be the difference between the Consumer Price Index (CPI) as of January 1, 2010, and the Consumer Price Index as of January 1, 2009 divided by the consumer Price Index as of January 1, 2009 (see Example).
- iii Example: If the Consumer Price Index is 175.1 on January 1, 2010 and 168.8 on January 1, 2009, then the percent increase $(175.1 - 168.8 / 168.8)$ equals 3.732.
- iv For each subsequent fiscal year of the Contract, the net percentage change shall be the difference between the Consumer Price Index as of the immediately preceding January 1st and the second preceding January 1st divided by the Consumer Price Index as of the second preceding January 1st.
- v In no case shall any Consumer Price Index adjustment in the Contract Unit Price exceed that stated in the Bid proposal or any Presidential or Federal Government guidelines in force and effect at the time of such adjustment.

Questions and comments:

- Question: Are DBE requirements part of this contract? Answer: This RFP does not have requirements for DBE's. For most projects, requirements for DBE's are not anticipated. However, in the event of a large project involving state or federal funding, the selected firm should be prepared to comply.
- Question: Is the cover sheet counted as one of the pages in the 30 page maximum proposal? Answer: The cover sheet and any dividers will not be counted as part of the 30 page maximum proposal, exclusive of appendices.
- Question: What is the drawing format of submittals? Answer: Drawings should be submitted in Autocad 2007 or 2008.
- Question: Should the proposal include a schedule of fees? Answer: The requirement of the Cost Proposal as indicated on Page 9 is correctly stated. However, the note following N. 5 on page 8 that states "...However, the schedule of fees to be charged for this project shall not be included at this time" is incorrect and will be removed from the RFP in Addendum No. 1.
- Question: What engineering firm does the City use for plan preparation? Answer: For this contract, the majority of plans will be prepared by City forces.
- Question: Who is the current contractor for this project? Answer: InfraMap Corporation is the current holder of the annual subsurface utility location contract.
- Question: Are drawing submittals required to be stamped by a certified land surveyor? Answer: The located utilities determined with test hole excavation, as indicated on page 4, must be certified and stamped by a Virginia licensed land surveyor or engineer unless otherwise requested by the City.
- Question: Will there be an opportunity for price adjustments at the time of renewal? Answer: Provisions for price adjustments will be added to the RFP in Addendum No. 1.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour, or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal must be signed.

NAME AND ADDRESS OF FIRM:

_____ Date: _____
_____ By: _____
_____ Name: _____ **(Signature In Ink)**
_____ **(Please Print)**
_____ Zip Code: _____ Title: _____

END OF ADDENDUM NO. 1

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN UNCHANGED.

ALL INQUIRIES FOR INFORMATION SHOULD BE DIRECTED TO MICHAEL THOMAS, PROCUREMENT SPECIALIST II, PHONE: (757) 382-6359, FAX: (757) 382-6900, Email: MLThomas@CityOfChesapeake.net