

# ADDENDUM # 1



Re-Entry and Access Authorization Plan

EM-RFP-2018-01

May 21, 2018

This addendum is issued to clarify questions received by the Hampton Roads Planning District Commission (HRPDC) pertaining to Request for Proposal (RFP) No. EM-RFP-2018-01.

- 1. Please verify if the VENDOR CERTIFICATION VERIFICATION FORM – Form #6 is a proposal submission requirement of the PRIME IF THE PRIME IS A DBE, or is it a submission requirement of a DBE subconsultant of the prime or does our company as the PRIME but non-DBE submit the form as N/A?**

The organization submitting the offer should fill out the Vendor Certification Form even if they are not a DBE or SWaM. They would just leave the DBE and SWaM section blank.

- 2. Are FORM 1 COVER SHEET and FORM 2 PROPOSAL SIGNATURE SHEET the equivalent of a Proposal letter/transmittal introductory letter? Consequently, is a “standard” introductory proposal letter allowed?**

The preferred method is to fill in Form 1 and Form 2. You may also like to include an introductory proposal letter but we will be looking for the forms listed in the RFP.

- 3. Please explain - Each paragraph should reference the \*paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub-number, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub-number should be cross repeated at the top of the next page. Consequently, what is meant by a paragraph, is that a section, i.e., see Table of Contents sample below**

Yes, a paragraph would be a section. In the proposal reference which section or task you are addressing (i.e., SoW Section III Task 2).

- 4. Is there a Pricing form - where do we include the pricing schedule in the proposal? Is it required as a separate submission or is it allowed as a separate section i.e., see Table of Contents Tab C sample below:**

There is not a pricing schedule in the RFP. Please include as a separate section.