



ROANOKE COUNTY

Purchasing Division

5204 Bernard Drive, Suite 300-F, P.O. Box 29800

Roanoke, Virginia 24018-0798

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April 23, 2024

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – IFB 2024-007

Description: 2024-051 - PLANNING, A&E OPEN-END SERVICES

Issue Date: April 1, 2024

Proposal Due: May 13, 2024

This Addendum # 1 Contains the below information:

1) Questions and Responses

Questions and Responses

- 1) Are two digital copies required if no content in the response needs to be redacted??
 - a. **No, however, if only one copy is received it the County will assume all items are available for the public review and will be treated as such.**
- 2) How many references are required? (At least 3 per pg. 9; at least 5 per pg. 44)?
 - a. **A minimum of 3 references shall be provided in connection with supplying the services or items requested in the RFP, especially from other local government operations similar to those being requested in the RFP by the County.**
- 3) Should the insurance checklist reference be included as Attachment 8 or C?
 - a. **Offeror shall check the corresponding checklist line in Attachment B that they understand the insurance requirements and will include the signed copy of ATTACHMENT C: PROPOSAL RESPONSE AND INSURANCE CHECKLIST.**
- 4) Do SF 330 Parts I & II need to be included? They are mentioned on pg. 10 but not mentioned in attachment B.
 - a. **SF 330 Part I & II shall be included. These forms should be included in your Reference Section.**

*****SIGNATURE PAGE *****

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

Thank you,



W.L. Heath Honaker

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2024-0051 - PLANNING, ARCHITECTURAL & ENGINEERING OPEN-END SERVICES

Addendum # 1 Signature Page

Sign Name:

Print Name:

Name of Firm:

Date: