

CITY OF STAUNTON
DEPARTMENT OF FINANCE-
PURCHASING

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PURCHASING & RISK MANAGER
540-332-3819

REQUEST FOR QUALIFICATIONS- ADDENDUM NO. 1
December 18, 2017

CONSTRUCTION PHASE SERVICES
JOHNSON STREET PARKING GARAGE
and
NEW STREET PARKING GARAGE

CITY OF STAUNTON, VIRGINIA

GENERAL INFORMATION

PROPOSAL:

The City of Staunton, a Virginia municipal corporation located in the Shenandoah Valley, is seeking sealed qualification proposals from qualified construction firms (the Applicant) that may wish to bid on remedial repairs to the Johnson Street Parking Garage, located at 101 W. Johnson Street, and the New Street Parking Garage located at 35 South New Street, Staunton, VA. Those firms found to be qualified may competitively bid on the construction work under a separate invitation to bid to be issued at a later date.

ADDENDUM NO. 1-Confirmation of receipt of RFQ.

City of Staunton offices will be closed on December 25th and 26th, 2017. Due to possible delays with anticipated heavy mail delivery on December 27th and 28th to the City, we encourage Applicants to contact City staff (noted below) to confirm receipt of your RFQ by the City. Applicants should contact City staff prior to the due date and time for the RFQ- December 28, 2017 at 4:00 p.m., for confirmation of receipt. The City will confirm receipt of the RFQ from the Applicant to the email provided on the RFQ form.

Due to employee leave schedules during the holiday week, you are required to contact all three City employees listed below by email to confirm receipt:

1. Bonnie S. Stephenson- stephensonbs@ci.staunton.va.us
2. Cameron S. McCormick- mccormickcs@ci.staunton.va.us
3. Jeanne R. Colvin- colvinjr@ci.staunton.va.us

All proposals must be delivered to:

Bonnie S. Stephenson, Purchasing and Risk Manager
City of Staunton
Finance Department, Third Floor
116 W. Beverley Street (24401)
or
P.O. Box 58
Staunton, VA 24402-0058
540.332.3819
stephensonbs@ci.staunton.va.us

ALL PROPOSALS MUST BE SUBMITTED BY 4:00 PM THURSDAY, DECEMBER 28, 2017.

The City of Staunton is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the Applicant to ensure that its proposal reaches the Purchasing and Risk Manager by the designated date and hour. All Applicants shall abide by all applicable State and Federal laws. This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a Bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Only the names of firms responding in accordance with the RFQ proposal due date will be available for announcement. Proposals received after the stated due date and time shall not be considered. Submit proposals in a sealed, opaque envelope, and put the RFQ title, due date and time on the lower left front.

Addenda

Responses to questions or requests for information submitted will be shared with competing firms so that the same information is disseminated to all parties through addenda, to be posted on the City website.

All Applicants are responsible for obtaining issued addenda from the City's website: <https://www.ci.staunton.va.us/departments/finance/procurement>

Acknowledge receipt of addenda here: No.____ Date: _____

No.____ Date: _____

END OF ADDENDUM NO. 1