



ADDENDUM # 1
RFQ # 15-01 – PROFESSIONAL CONSULTING
SERVICES/BROWNFIELDS GRANT
CITY OF HOPEWELL

AUGUST 15, 2014

The City of Hopewell has received and reviewed the below questions related to RFQ #15-01 – Professional Consulting Services/Brownfields Grant, and offers the following responses as Addendum #1:

1. **Question:** On page 3, the RFQ states, “Statements of Qualification and Experience and contracting procedures shall conform to all applicable regulations and provisions of the City of Hopewell Procurement Ordinance effective July 1, 2005, as amended; a copy of which is available for inspection at the Office of the City Clerk.

Is it possible to get an electronic copy of that ordinance?

Answer: The Hopewell City Code is located on the City Attorney’s website. Please go to www.hopewellva.net and click on Code (Hopewell City Code) and click on Chapter 2A-Procurement. This statement on Page 3 should state Hopewell City Code not City of Hopewell Procurement Ordinance.

2. **Question:** On page 6, the RFQ states that submissions should not exceed 10 pages. However, the statement: “Any information thought to be relevant, but not specifically applicable to the enumerated Scope of Work, may be provided as an appendix to the statement of qualification and experience.” is found on page 2 of the RFQ’s general instructions.

Can we assume that an exceedance of 10 pages will be allowed provided the additional content is brief, directly pertinent to our response, and included as an appendix?

Answer: Yes.

3. **Question:** Cardno’s web-site advertises that they wrote the City of Hopewell’s EPA Brownfields grant proposal. [http://www.cardno.com/en-au/mediacentre/Pages/Cardno-Secures-\\$5-38-Million-In-FY2014-US-EPA-Brownfields-Grant-Awards-For-Clients.aspx](http://www.cardno.com/en-au/mediacentre/Pages/Cardno-Secures-$5-38-Million-In-FY2014-US-EPA-Brownfields-Grant-Awards-For-Clients.aspx)

Was that work done pro-bono or were they compensated; and are Cardno also an invited respondent to this RFQ?

Answer: Cardno did work pro-bono and yes, Cardno is an invited respondent.

4. **Question:** Can the city of Hopewell provide us with a pdf copy of the EPA Brownfields grant submission that resulted in this grant award?

Answer: A pdf copy of the EPA Brownfields grant submission is located on the City's website. Please go to www.hopewellva.gov and click on the Business tab, then click on Bid Opportunities. The grant submission document is located beside the RFQ document.

5. **Question:** How many contracts does the City of Hopewell intend to award?

Answer: One.

6. **Question:** Does the City have target properties identified?

Answer: Yes.

7. **Question:** Will the City be requesting or requiring a GIS or web-based inventory of sites?

Answer: No.

8. **Question:** Does the City have established criteria to rank sites?

Answer: No.

9. **Question:** Does Hopewell have a Brownfields Advisory Group?

Answer: No.

10. **Question:** Has the City developed a Cooperative Agreement Work Plan? If so, is it available for review?

Answer: No, the City has not developed a Cooperative Agreement Work Plan.

11. **Question:** Will there be a pre-proposal meeting for this offering?

Answer: No.

Please sign and include this form as part of your response to verify receipt of Addendum # 1.

For further information, please contact April Cone, Purchasing Agent at acone@hopewellva.gov
or (804) 541-2205.



April Cone
Purchasing Agent

Signature of Receipt of Addendum # 1

Date

Company Name