

March 9, 2020

To: Prospective Offerors

Re: **Addendum No. 2**

RFP No. 2020-009-1210001

Professional Civil Engineering and Surveying Services Basic Ordering Agreement
(Civil BOA)

The Owner hereby issues this Addendum No. 2, which makes the changes described below to the subject RFP.

1. In the RFP, refer to page 9, Tab 2, first paragraph. **DELETE** the phrase “Consultant contact name” in the seventh line of this paragraph.
2. **REPLACE** Appendix A.5 of the RFP in its entirety with the version attached.

END OF ADDENDUM NO. 2

Attachment: Revised Appendix A.5



APPENDIX A.5 – PROPOSAL SUBMISSION FORM**RFP Number: 2020-009-121001**

Professional Civil Engineering and Surveying Services

THE FIRM OF: _____

Address: _____

FEIN: _____

Hereby agrees to provide the requested services as defined in Request for Proposal No. RFP 2020-009-1210001.

The following shall be returned with your proposal. Failure to do so may cause for rejection of proposal as non-responsive. It is the responsibility of the Offeror to ensure that he/she has received all addenda and include the requested information as noted within this RFP. Refer to Section 5 for specific proposal preparation and submission instructions.

1. SECTION 6.9 - *Proposal Response Format*, as outlined within the RFP
2. **Appendices (not included in the page limit):**
 - A. Addenda, if applicable.
 - B. RFP attachments including; completed RFP Submission Forms.
 - i. APPENDIX A.1 - PROPRIETARY INFORMATION
 - ii. APPENDIX A.2 - OFFEROR IDENTIFICATION AND OWNERSHIP DISCLOSURE
 - iii. APPENDIX A.3 - OFFEROR DATA SHEET
 - iv. APPENDIX A.4 - STATE CORPORATION COMMISSION FORM
 - v. APPENDIX A.5 – PROPOSAL SUBMISSION FORM

Proposals are to be returned in a sealed envelope or container. Ensure that the proposal container(s) is clearly, completely, and properly identified. The face of the container shall indicate the RFP number, 2019-009-1210001; time and date of public acceptance; the title of the RFP, Professional Civil Engineering and Surveying Services, to the attention of the Procurement Department.

Each firm shall submit *one (1) original, eight (8) copies and one (1) electronic copies (thumb drive)* of their proposal to Loudoun Water's Procurement Department.

Delivery of Proposals

Proposals may either be mailed to and delivered or shipped to 44865 Loudoun Water Way, Ashburn, Virginia 20147. They may NOT be received in electronic mail or facsimile.

Proposals must be received by the Procurement Department **BEFORE March 23, 2020, 2:00 p.m. (Eastern Time)**.

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

E-mail _____

Signature: _____ Date: _____