

**REQUEST FOR PROPOSALS  
ADDENDUM #1  
RFP #19-009**

January 6, 2020  
Town of Smithfield  
310 Institute St  
Smithfield, VA 23430

<https://www.smithfieldva.gov/>

**Comprehensive Plan Update and Overhaul**

Sealed Proposals, subject to the conditions and instructions contained herein, will be received at the above office until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

**Scope of Work:** To provide professional planning services in order to complete a major update of the Town of Smithfield's Comprehensive Plan.

**Proposal Due: January 8, 2020, at 5:00 PM**

**Contract Officer:**



Michael Coburn, Purchasing Agent, [mcoburn@isleofwightus.net](mailto:mcoburn@isleofwightus.net)

**\*\*AN ELECTRONIC RESPONSE IS REQUIRED\*\***

*The Purchasing Agent, Michael Coburn, is the sole contact official for the Town of Smithfield with respect to this RFP. All questions and/or comments should be directed to him at this email address: [mcoburn@isleofwightus.net](mailto:mcoburn@isleofwightus.net). The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the Town regarding this RFP. Any such unauthorized contact may disqualify the bidder from the procurement.*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The following questions and answers is made part of this Request for Proposals and are published herein to improve understanding of the scope of the project.

**Question:** Why is this RFP being re-advertised?

**Answer:** The solicitation document first issued had procedural flaws and ambiguities making it unsuitable for the purpose.

**Question:** The RFP is clear that \$50,000 has been budgeted for this fiscal year, but the project may take 12-18 months. Is there an expectation of additional funding for the next fiscal year?

**Answer:** It is hoped that this amount would suffice for the total project. If prices come in higher than the budgeted amount, we would have seek other funding or alter the scope of the project.

**Question:** The scope discusses public participation meetings but doesn't say how many meetings, the meeting formats, etc. Are you able to quantify the level of community engagement?

**Answer:** We anticipate at least two (2), possibly three (3) public input meetings, preferably in exhibit format. However, there will be several public meetings with the Planning Commission, Town Council, etc.