



## ADDENDUM TO CONTRACT DOCUMENTS

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**ITB-22-25-AD**

**Addendum No.: 1**

CONTRACT/PROJECT NAME: Ongoing Miscellaneous Professional Services

DATE OF ISSUE: September 9, 2022

The following information shall be included in the Contract documents and is hereby made part of the project documents in the form of clarification, addition, deletion or revision to the contract requirements, specifications and/or drawings.

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### Questions

**The following questions were received:**

**Q:** Can a firm submit qualifications for individual Work Types? For example Surveying Services only. Or is the Town looking for teams that encompass all Work Types listed.

**A:** **Yes, firms can submit their proposal for individual work types.**

**Q:** Under Qualifications and Experience for Each Type of Work, j. List of sub-consultants that Consultant would propose to use, do you just want the name of the company or the name of the company and the person that would be assigned to the contract?

**A:** **Just the name of the company is sufficient.**

**Q:** I have a question regarding RFQ-22-25-AD. We currently hold the same contract, RFQ-20-22-AD, do we need to re-submit to this one as well? Our notes say it's good for renewal next year.

**A:** **There is no need to submit to this solicitation if under RFQ-20-22-AD, but companies are welcome to apply to this solicitation.**

**Q:** In reviewing the RFQ package for RFQ 22-25-AD, I did not see mention if project examples had to be completed within a certain time period (e.g., the past 3 years? 5 years?). Please confirm if there is any requirement/restriction.

**A: There are no requirements/restrictions for project examples.**

Q: Please provide additional information to clarify which system components or anticipated tasks would be included under Category Code 101 – Water Resources (e.g., Hydrogeological, Wetlands, Stormwater, etc.)

**A: At this time there are no anticipated tasks that would be included under Category Code 101.**

Q: Please provide additional information to clarify tasks that are anticipated under Category Code 104 – Water Distribution, Including Lift Station and Pump Station Design. In addition to potable water distribution, lift stations, and pump stations, do the anticipated services include wastewater collection and force mains?

**A: At this time there are no anticipated tasks that would be included under Category Code 104.**

Q: Please provide additional information to clarify which electrical systems would be included under Category Code 108 (e.g., W/WW, Roadway, etc.).

**A: At this time there are no anticipated tasks that would be included under Category Code 108.**

Q: I see that you have **108 Electrical Engineering** services listed below. Would we be able to include resumes/licenses for Mechanical, Plumbing and Fire Protection engineering services under this contract as well?

**A: Yes.**

Q: How do we submit the electronic (PDF) version? Email, thumb drive?

**A: The electronic version can be submitted via thumb drive.**

Q: Is there a difference between the Public Entity Crimes Affidavit mentioned in (m) and (n)?

**A: There is no difference.**

Q: Can you confirm that the client references listed in (k) cannot overlap with the client contact for the 3 representative projects listed in (f)?

**A: Yes, the client references (k) and the client contact (f) cannot overlap.**

Q: Is the title page the same as a cover page? Meaning, should the title page be the outside cover of the document or the 1<sup>st</sup> page inside the cover?

**A: The title page should include the RFQ number and name, the consultants name and address; contact person; telephone and fax numbers; e-mail address and closing date and time.**

Q: Does the “separating page tab” need to stick out of the side of the page?

**A: No, as long as the sections are easily distinguished.**

Q: Are we required to have a signature in ink?

**A: As long signature is present, signature in ink is not required.**

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Please Print \_\_\_\_\_  
Company Name & Phone Number

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Signature

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