



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Engineering Department

DATE: March 24, 2023

RE: 2023 Engineering On-Call Contract
Simsbury, Connecticut

This **Addendum No. 1** includes clarifications, and responses to questions provided to-date. Responses are hereby made to the Request for Qualifications for Civil Engineering and Survey Services issued March 15, 2023, for the above-referenced project.

Clarifications

1. All firms whom submit qualifications may be selected for all, some, one or none of the categories listed in the RFQ.

Questions and Responses

- Q1: Regarding Item 6. SF330 in Section 3.0 Qualifications Requirements/Format of the subject RFQ, must an SF330 be submitted when the information for completing the SF330 is identical to what is being requested in Item 2. Firm Profile and Item 4. On-call Services and/or Project experience? It would be a savings in time and paper if either an SF330 or Items 2. and 4. were responded too instead of both.
- R1: Omit Form SF330 from the submitted qualifications.
- Q2: Does the Town want completely separate qualifications statements for each category of service or one package for all categories of service?
- R2: One package of qualifications shall be submitted by each firm. Separate qualifications statements may be submitted within said package if the firm feels it's needed.
- Q3: I just wanted to confirm how many categories there are. On page 2, under Scope of Services, it lists 5, but on page 3, under 3.0 Qualifications Requirements / Format, it seems to list 6 categories. Please clarify.
- R3: Submit in accordance with requirements under page 3 of the RFQ: 3.0 Qualifications Requirements/Format.

- Q4: Do rates need to be included? They are mentioned in the introduction on page 2 but not in the submittal requirements. Typically, they are not for qualification based selections.
- R4: Current rate sheets should be submitted with proposals.
- Q5: Both resumes and 330 forms are mentioned in the RFQ. Page 3, number 6 also mentions completed SF330 forms (or equal), can you confirm if 330 forms are necessary for this submittal and if so, do we also need to provide 1-page resumes per page 3, number 2?
- R5: Omit Form SF330 from the submitted qualifications.
- Q6: On page 3, number 4 project experience is requested along with references, contact information and budget. Can you define budget? Are you looking for Construction budget? Design budget? Or both?
- R6: Provide both construction budget and design budget for this section.
- Q7: The Selection Process in Section 4.0 references experience with survey in an environmentally sensitive area, however, Section 3.0.4.6 doesn't call for survey project experience. Is there a specific number of survey projects you would like listed? And do they need to only be performed in an environmentally sensitive area?
- R7: Having a CT Licensed Surveyor on-staff completes the minimum requirement for "Experience with survey in an environmentally sensitive area."
- Q8: Page 3 of the RFQ states "6. A completed Form SF 330 (or equal) identifying company profile, key staff and their responsibilities." Please clarify if SF330 Parts I and II are required, or if we may provide the company profile, key staff and their responsibilities in Section 2. Firm Profile.
- R8: Omit Form SF330 from the submitted qualifications.
- Q9: Page 3 of the RFQ states "7. Similar information on any consultants that are proposed (can be several under consideration by your firm)." Please clarify what information is requested for this section.
- R9: This section is in reference to any sub-consultants that your firm may utilize to complete potential projects in the referenced services. The firm name and services provided shall be provided in the submission.

THIS ENDS ADDENDUM NO. 1.