

*Town of Westerly/Westerly Public Schools
Rhode Island*

PURCHASING DEPARTMENT

Town Hall
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RFP 23-18

**On Call Engineering Consulting Services
ADDENDUM NO. 1 – February 2, 2023**

To: All Known Bid Document Holders

The following items represent additional information provided, changes, amendments or clarifications to the Contract Bid Documents for the above referenced project:

PLEASE NOTE: THE BID DUE DATE HAS BEEN EXTENDED TO FEBRUARY 8, 2023 AT 11:00 A.M.

Questions/Clarifications:

Question No. 1: Page 3 of the RFP document lists 11 items as the “categories of consulting & engineering services” but pages 4-6 only includes four categories as the “Categories of Service”. What is the correct number of service categories? **Town Response:** The Town may contract for consulting and engineering for any of the 11 categories of services listed on Page 3 of the RFP.

Question No. 2: The Proposal Submission Requirements (pg. 7) does not specifically mention resumes as a requirement, but the qualifications of key personnel is listed as a selection criteria on page 8. Should firms include resumes of key personnel, and if so, under which section of our submissions should resumes be included? **Town Response:** Although not identified as a specific requirement, resumes of key project personnel would provide valuable information for the Town’s review of a proposal submission. Resumes can be provided as a standalone section, or included as part of company information, qualifications, firm experience, etc.

Question No. 3: How many firms will be selected to provide services under this contract? Is the intention to contract a single firm or multiple firms? **Town Response:** The Town intends to contract for on-call engineering consultant services with multiple firms.

Question No. 4: The selection criteria on page 8 mentions the low bidder receives 30 points, but the RFP only requests hourly rates. How will hourly rates be compared to each other to determine the low bid? **Town Response:** The Town will evaluate hourly rates by applying hypothetical project manhours for the job titles that are common among the proposal submissions.

Question No. 5: Should submissions for multiple categories be included in one proposal document or as individual proposals for each category? **Town Response:** A proposal submission should address all categories of services.

Question No. 6: Can submitting firms propose hourly rates for each year of the contract? **Town Response:** No. The proposal submission should provide hourly rates that will be used for the duration of a 3-year contract, with an option for the Town to renew the contract on an annual basis thereafter per the terms listed in Attachment B.

Question No. 7: Page 1 of the RFP indicates that one original, one copy and a Digital copy (CD or flash/zip drive) must be submitted, but on page 7 it indicates that 3 copies and 1 electronic version are required to be submitted. Please clarify. **Town Response:** Submit 3 hardcopies and 1 electronic version of the proposal submission.

This addendum will form a part of the Contract Documents and modifies the original Bidding Documents dated January 17, 2023, as noted above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

The above clarifications and information do not warrant reissuance of any portions of the Bid Documents (including Bid Form).

Addendum No.1:

Received and Accepted By: Contractor: _____

Signed By: _____ Dated: _____

Eileen Cardillo

Purchasing Agent/Risk Manager

Town of Westerly/Westerly Public Schools

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