

SALEM MUNICIPAL SERVICESRoy E. Sorenson - *Director*www.townofsalemnh.org**ENGINEERING DIVISION**Daniel Hudson PE - *Director*

33 GEREMONTY DRIVE

SALEM, NH 03079

TEL: 603-890-2033 FAX: 603-898-1223

**ON-CALL GENERAL ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS (RFQ 2019-018)
SALEM, NH****ADDENDUM No. 1****May 17, 2019**

This Addendum forms part of and modifies the Request for Qualifications (RFQ) for On-Call General Engineering Services for the Town of Salem. The items set forth herein, whether of omission, addition, substitution or clarification, are all to be included in and shall form part of the proposed work and Proposals submitted to the Town of Salem, New Hampshire. No changes are being made to the RFQ submittal deadline as a part of this Addendum.

CLARIFICATIONS AND CHANGES

Bidders are advised of the following clarifications and changes generated by questions regarding the published RFQ. Answers are provided in **BOLD** print under each question:

1. Under Section 2, under “Scope of Services,” you list: “Facility—Condition and Needs Assessment, Space Planning, and Engineering.” Would any work with your fire/EMS facilities fall under that category? Or, does your fire/EMS issue RFP/RFQs separately? An existing project exists for a facility space needs study/review; are there any additional studies or planning that may be required with your fire/EMS departments that would not fall under the scope of that existing project, under this upcoming on-call agreement?

The Town has a full spectrum of facilities. Tasks identified in the RFQ are not linked, nor are they expected to replace existing contracts. Interdepartmental coordination can and does happen depending on the needs of a project. Future planned projects specific to the Fire Department are not known at this time. This RFQ was issued on behalf of the Municipal Services Department, and although the Fire Department (and other Town Departments) could elect to use this selection as basis for award for their work, this RFQ was not issued with that specific intent.

2. What constitutes a service? In other words, page 4 provides a list of “services disciplines” and it’s a little confusing as to whether we get one page for “Civil” or one page for each of the four elements under Civil. There are 14 items on that list on page 4 so we obviously can’t respond to each one of those with a page and still stay within the overall 8 page limit. Was the intent to be really only 5 service disciplines, Civil, Utility, Environmental, Facility, Administration?

No. Each prospective consultant may seek to provide services for as many or as few of the services noted. Further, additional services not noted are encouraged to be offered.



Note paragraph 3 on Page 4, “this outline is not meant to be all-inclusive”. It is up to the consultant to determine how best to structure their Letter of Interest and meet the maximum page count. Therefore, if a consultant wanted to provide services for all noted tasks then they would need to write less than one page for each.

3. It seems that the cover letter counts as one of the pages. Is this true?

Yes.

4. On page 6 it lists items 4 thru 7 asking for certain information. As far as the page count is concerned, is it up to us to decide what to include as part of the overall 8 pages in relation to these items? For instance we need to, at a minimum, list our team members, references, etc. it is understood resumes don't count, but there appears to be no individual limitation on these items. Is that the case?

Total page count is 8 inclusive of all items noted Section 5. For clarification, the Town is not seeking information on all team members. Items 4 and 5 under Section 5 are intended for key personnel only. In the case of a multi-disciplined firm the Team lead would be the senior manager or principle charged with managing all of the firm's work for the Town of Salem. Further, in the case of a structural proposal, key personnel would be the lead engineer charged with specific project design and management. Prospective consultants are invited to provide a simple summary of personnel and other resources available to successfully complete a project.

5. Can we add a front and back cover without them counting towards the page count?

Yes. Covers (and dividers if you choose) may be incorporated and not count as part of the page count.

6. Can the “Conflict of Interest” statement be put in the Cover Letter so that we don't use a whole page for Item 7 for one or two sentences?

Yes. For clarification, while the format is defined, including more than one item on a page is allowed. For example, References are likely to take up a small amount of space and therefore do not have to be on their own page.

7. Should a surveyor be identified as a Sub-consultant?

No. Sub-consultant services such as surveyors, wetland scientists, or geotech are not necessary to note. The Town is primarily interested in the services that your firm specializes in. It is understood that sub-consultant services would be required for specific task assignments and Consultants would be asked to provide sub-consultant information at that time.