



City Of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Request for Proposals

ADDENDUM 3

Proposal No.: 2023-04

Addendum No.: 3

Date Issued: January 26, 2023

On-Call Consulting Services

Opening Date and Time: ~~January 23, 2023~~ February 8, 2023 2:00 P.M.

Bidders Notes: This addendum is issued to provide all potential bidders with answers to questions submitted.

All other terms and conditions remain the same.

This Addendum cover page must be signed and returned with your bid.

Authorized Signature of Bidder

Company Name

Return Bid To:

Joshua Montague, Accounting Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320

Bids cannot be accepted after the Bid Opening Date and Time indicated above.

ADDENDUM 3
On-Call Consulting Services

FROM: Joshua Montague, Accounting/Purchasing Agent
TO: Prospective bidders

This Addendum shall be part of the Contract Documents and modifies the original bidding documents. This Addendum is to be acknowledged by the bidders on the Bid Form. Failure to do so may subject the bidder to disqualification.

Changes to prior Addenda:

- No change to prior addenda.

Q&A:

1. Can we use the City as a reference related to Fort Trumbull? If so would you be the contact person?

A1. Please do not use the City as a reference for our own RFQ/P.

2. Page 6 of RFQ... Item 2 Relevant Experience of Key Personnel and the Firm (... 10-page maximum): This paragraph describes certain items required to be submitted with our response, is limited to a maximum of 10 pages. Two of the pieces of information requested include resumes and project experience. Can resumes and project descriptions be included as attachments to this section, as to not be part of the 10-page limitation?

A2. Please limit the response to this section to 10 pages, including resumes and project experience.

3. The sample contract included in the RFP is a typical contract for a construction project. Does the City have a standard Design Professional Contract that is more applicable to the scope of work for this project?

A3. No, this is the City's standard contract used for professional and contract services. Revisions to this contract may be discussed when the need to enter in to contract arises.

4. What is the length of the contract terms for this on-call?

A4. Selection of a firm for the list of on-call consultants is not a guarantee of work and does not constitute a commitment by the City to enter into a contract with the consultant. This on-call list shall be effective for 3 years with the option to extend for additional 1-year terms.

5. Can you please tell me if I am correct in submitting a Statement of Bidder's Qualifications, a W-9, a Vendor Registration Form, and Attachment B (Client References), along with a Letter of Interest and, a Statement of Relevant Experience, and a Fee Structure?

A5. You must complete all forms in the RFQ/P- Non-collusion Affidavit of prime bidder, Non-collusion Affidavit of subcontractor, Bidder's qualifications, Affirmative Action Policy statement, Equal Employment Opportunity, Certification of Non-segregated facilities, Vendor registration form, W-9, and all information outlined in section IV.

2023-04

6. Also, can you please give me some guidance on registering with the Secretary of State?

A6. You will need to reach out to the State regarding this.

7. For Professional Liability Insurance, will the City accept a claims-based policy?

A7. Yes, this is acceptable.

8. We are not able to name the City of New London as an Additional Insured on either our Workers Compensation or Professional Liability policies.

A8. This is okay.

9. Further, we are not able to provide Waiver of Subrogation on our Workers Compensation policy. Will this be acceptable?

A9. Our risk manager recommends this coverage, but this can be discussed in the future if a firm is selected for the on-call list and the insurance carrier is not able to provide.

General Items: