



Town of Stow
**PLANNING
DEPARTMENT**

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Date: May 25, 2023

To: Prospective Bidders and Others

From: Valerie Oorthuys, Planning Director

Subject: Final Addendum: Consulting Services for Comprehensive Plan Update

This final addendum is in response to questions regarding the submittal process, received May 23, 2023:

- 1. On Page 12, Section G, Subsection 1, it states “one original and four copies of the Technical Proposal shall be submitted...”. Does this refer to just one copy with original signatures only on each of the four attachments (Proposal Signature Page, Certificate of Tax Compliance, Certificate of Non-Collusion, and Certificate of Authority), or does it mean one copy with original signatures on each of the four attachments, *in addition to* an original signature on the actual introductory letter at the front of the proposal? In other words, is a digital JPEG of a signature on the content of the cover letter acceptable, or does one of those need to be original as well?**

To clarify, this is intended to mean one copy with original signatures on each of the four attachments, *in addition to* an original signature on the actual introductory letter at the front of the proposal.

- 2. As for the four attachments, it is not specified where in the technical proposal they ought to be placed. “Exhibit A – Proposal Signature Page” is requested to serve as a cover sheet for the completed technical proposal. Should Exhibit A be separated from the other three attachments and be placed on the front of the proposal with the other three separated as appendices in the back of each printed copy, or should all four documents be at the front of each printed copy of the technical submission? Alternatively, is it better for there to be a single copy of all four documents that are separate in the submission package, and not included as part of any of the five actual printed, bound technical proposals?**

Correct, the RFP does not specify a location for Exhibits B, C, and D. These may be located anywhere within the technical proposal that a respondent deems appropriate. Each of the five actual printed, bound technical proposals shall be complete and include each exhibit.