

TOWN OF STOW

RFQ FY23-01-01H

Addendum #3

Notice to All Prospective Bidders/Quoters

Addendum #3 RELEASED (August 22nd, 2022)

Qualifications Due By: Tuesday, August 30th, 2022 at 12:00PM
Written Questions Due: Monday, August 22nd, 2022 at 2:30PM

The following changes are made to the documents RFQ FY22-01-01H:

Questions Received by this office and answers to the questions provided:

- Q:** Can you please provide the names of current contract holders for this contract and/or incumbent firms?

A: This is the first time we have bid this contract, as such there are no current contract holders. This process is not required under MGL 30-39M, however, this contract is being funded with federal funds, and as such this process is required to use them.
- Q:** Page 14/Section 2.4 Paragraph 2 indicates that prices are not requested at this time; Page 15/Section 3 states that a price proposal worksheet (sealed in a separate envelope) is required. Can you please clarify?

A: We are looking for a price proposal for 1 hour of work for any specialties a firm might have; as this is a prequalification process, the price proposal will not be considered in the ranking of the firms but simply kept on file. Again, these projects the Town undertakes may be paid with federal funding and therefore we must follow federal requirements when we put out the RFQ.
- Q:** Do the forms included in Addendum #1 replace the forms to be submitted from the original RFQ package?

A: The forms in the original RFQ are fine to use.
- Q:** Is the Sample Cost/Fee Proposal Form still required, as that form was also not included in Addendum #1? If required, would a listing of hourly rates and any anticipated direct costs be an acceptable alternative given this is an on-call contract and actual assignments are not known at this time?

A: Yes, it is still required. A one-hour per discipline/specialty (loaded or unloaded) is required to be able to use federal funds to pay for any task the town undertakes. A list of hourly rates and anticipated direct costs should be acceptable.