

**MATTABASSETT DISTRICT
CLARIFICATION ADDENDUM
RECEIPT CONFIRMATION SHEET**

DATE: March 7, 2023

PAGES: 2

PROJECT NAME: *REQUEST FOR QUALIFICATIONS (RFQ) FOR THE ON-CALL
ENGINEERING AND RELATED SERVICES; RFQ NO. 2023-1*

SUBJECT: **CLARIFICATION ADDENDUM NO. 1**

TO CONFIRM RECEIPT OF THIS ADDENDUM PLEASE SIGN THIS CONFIRMATION SHEET

AND FAX TO (860)635-7290, OR EMAIL kpierpont@mattdist.org, Kbober@mattdist.org, and ebrousseau@mattdist.org

THANK YOU

NAME _____

TITLE _____

SIGNATURE _____

COMPANY _____

ADDENDUM NUMBER 1

THE MATTABASSETT DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ)
FOR THE ON-CALL ENGINEERING AND RELATED SERVICES
RFQ NO. 2023-1

March 7, 2023

Prospective **INTERESTED FIRMS** and all concerned persons are hereby notified of the following **CLARIFICATIONS UNDER THIS ADDENDUM** to the ***REQUEST FOR QUALIFICATIONS (RFQ) FOR THE ON-CALL ENGINEERING AND RELATED SERVICES; RFQ NO. 2023-1***

QUESTION No. 1:

“Once the 3 firms are chosen - a task/project comes up, will Mattabasset reach out to all of the three chosen firms for competitive pricing? Or will Mattabasset choose from the list of three firms whomever they feel is most qualified for the specific project? This is an RFQ but seems like a bid, a little confusing.”

ANSWER No. 1:

Page 15 & 16, Section V, OF THE REQUEST reads as below, and the clarifications are in red:

V.3 - FINAL SELECTION PROCESS

The Selection Panel will select six (6) qualified firms having the highest scores will be invited to proceed to and participate in the final selection process.

The final selection process will include an interview with the Selection Panel. The interview will be graded.

Following the interview with the Selection Panel, (3) three of the six (6) short-listed firms with the highest scores will be invited to submit a detailed fee proposal.

The detailed proposal shall include the items requested in Section V.3.2 in this RFQ.

V.3.1- INTERVIEWS

The interview will be held at the District’s Administration Building, and will include a (20) twenty minute interview with the Selection Panel. The interview will be rated by the Selection

Panel, and the final highest three (3) scores will determine the three (3) firms short-listed to submit detailed fee proposals.

The eligible Interested Firms shall present on their firm's experience, sub-consultant's experience and staff experience, in each of the engineering and related services requested under in this RFQ.

V.3.2 - NEGOTIATION OF PROPOSAL AND SCOPE AND FEES

The three (3) Firms short-listed firms **AFTER INTERVIEWS** will be invited to submit a detailed fee proposal and schedule. The fee proposal shall include each of the services outlined in this RFQ. The engineering or related services discipline shall include if the Firm or subcontractor's Firm will perform the work. The proposal shall include ~~a not to exceed fee~~ **HOURLY RATES** with cost reimbursement, or a fixed fee. The fees shall ~~remain constant up to June 30, 2028~~ **NEGOTIATED AFTER EACH YEAR AT THE END OF JUNE.**

Any ~~fee~~ **HOURLY RATES** and expenses proposal exceeding an amount the District considers excessive will be renegotiated to a more acceptable ~~fee~~ **RATES** or the Firm will not be awarded the on-call ~~bid~~ **SERVICES CONTRACT.**

V.4 - CONTRACT EXECUTION

As per Section V.3.2, the District will request fee proposals from the three (3) shortlisted firms that are selected following the interviews. The District will provide the CONTRACT WITH TERMS to the selected firms at the time they are requested to submit fee proposals ~~or~~ at a time thereafter **WHEN A PROJECT IS SELECTED.** When the selected firms are offered a contract, the Firms shall timely sign and remain available as contracted.

QUESTION No. 2:

Is there a tour or site visit available to prospective respondents?

ANSWER No. 2:

No tours required for this RFQ

QUESTION No. 3:

V.3.2 - At a high level, what are the anticipated project(s) associated with this RFQ?

ANSWER No. 3:

Section I, page 7, OF THE REQUEST reads as below, and the clarifications are in red:

The District is seeking qualification statements (“Qualification Statement”) and proposals for a full range of on-call professional engineering services (the “Services) from engineering and similar professional consulting firms with a minimum of ten (10) years of broad experience in consulting, design and engineering services in the various disciplines required for the operation, maintenance, improvement and rehabilitation requirements of the District’s wastewater treatment plant and facility; and, more specifically in the specialization and disciplines for architectural planning and design, landscape architecture, mechanical engineering, electrical engineering, civil engineering, including site work, **ENERGY UTILIZATION**, and surveying services, environmental engineering, including experience with federal, state and local permitting, structural engineering, and GIS services. Experience must include specialized experience with public and private wastewater treatment facilities including design and odor control.

Section III, page 10, OF THE REQUEST reads:

The District seeks on-call licensed professional **ARCHITECTURAL**, engineering and related services from qualified and experienced consulting firms in the design, construction, operation, maintenance and improvement of public wastewater and sewerage treatment facilities, or related disciplines more specifically as follows:

1. Architectural Services including the design of building expansion and improvement with related mechanical facilities, lighting, electrical, plumbing and roofing.
2. Structural Engineering Services for design and evaluation of existing structures/facilities and provide recommendation for improvements such as column and slab repairs and rehabilitation
3. Civil Engineering Services, including design, site work, utilities, and landscape architecture
4. Environmental Engineering and federal, state and local environmental and general permitting, including those pertaining to the District’s incinerator, landfill and outfall and coordination with governmental agencies as necessary.
5. Wastewater Engineering facilities and infrastructure design, including odor control systems, and energy conservation and improvements.
6. Professional Surveying and Mapping Services
7. GIS services;
8. Hazardous/contaminated materials identification, handling, disposition and remediation.

Sincerely,

THE MATTABASSETT DISTRICT



Arthur G. Simonian, P.E., LEED
Executive Director