

LAKES AND PONDS MANAGEMENT/PRESERVATION PROGRAM PLAN

**RFP Questions & Responses  
April 8, 2014**

Below are responses to questions received on the Lakes and Ponds Management/Preservation Program Plan Request for Proposals:

Question 1: In the RFP document on Page 4 under the Formant and Content Requirement section, Item 8 is “Financial Stability”. Can you please explain what type of supportive information should be included in our proposal to sufficiently meet this requirement?

Answer 1: Financial Stability is a general statement(s) that explain your company’s financial health and well being over time and into the future and should/could include:

- A statement of your company’s age and past & future growth potential
- The identification of your banking institution and the arrangement your company has with them (years with, working line of credit, etc.) to which you could provide a reference (if requested)
- Information about your companies bonding capacity and different types of insurance that you carry (liability, etc.)
- Anything else you feel may be pertinent

\*\*\*\*\*

Question 2: Based on the described Procedure and Method of Selection, we are of the understanding that two separate documents shall be prepared: 1) a proposal that strictly provides technical information and excludes pricing and 2) a cost summary that does not include technical information. If you could, please confirm our understanding of the procedure . . .”

Answer 2: Two separate documents are to be submitted. One will include the information as listed under the “Format and Content Requirements for Proposals “section of the RFP, and which will not include any price or cost information. The other will be a price quotation which will include a cost summary by task, including proposed hours and expenses for each.

\*\*\*\*\*

Question 3: Is Flushing Pond part of this project?

Answer 3: No. Flushing Pond is not part of this project.

\*\*\*\*\*

Question 4: Does the Town own any sampling equipment (e.g. used on the previously studied ponds or streams) that could be provided for use for this project?

Answer 4: No. Contractors need to provide their own equipment.

\*\*\*\*\*

Question 5: Would the Town prefer to subcontract analytical services directly with a lab or should that be included in our cost estimate?

Answer 5: All analytical services should be included in the price quotation .

\*\*\*\*\*

Question 6: Should the cost estimate be provided as lump sum or time & materials with a rate schedule?

Answer 6: The price quotation should include a cost summary by task, including proposed hours and expenses for each. Payment will be made for actual time and expenses with a not to exceed upset limit.

\*\*\*\*\*

Question 7: I see that the Town requires \$1M professional liability and \$1M umbrella. We currently have \$1M professional and \$1M general liability. I am wondering if that will suffice? We will acquire the \$1M umbrella if selected, but was unsure if this was necessary since we have general liability in addition to the professional.

Answer 7: Applicants do not need Umbrella insurance to submit a proposal; they only need to commit to meet the insurance requirements as stipulated in the RFP. The applicant must obtain all required insurance(s) prior to execution of the contract.