



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

SCRCOG Regional Purchasing Consortium

RFQ 22-01: On-Call Architectural Services

Addenda #1

Dated: November 16, 2021

1. Section "4.4 Management Plan" asks for the firm's management system for On-Call engineering services, should the proposer only provide a management plan for the services addressed as engineering services?

This is a typo. Section "4.4. Management Plan" should state: *Describe the firm's management system and how it will function to ensure timely delivery of On-Call Architectural Services.*

2. The RFP states that a professional architects license is required. For landscape/site design, planning/urban design, and zoning process assistance, will a professional Landscape Architects license be acceptable?

Yes, a professional landscape architect license issued by the State of Connecticut is acceptable.

3. Is it acceptable to list one Project Director licensed in CT for the entire contract? Or does each category listed under section "3.2 Summary of Potential Services" require a CT RA to lead the category, and can a CT PE serve as a Project Manager in lieu of a CT RA for certain categories/projects?

Each firm can decide if they will have one or more project manager/director. A CT licensed PE can be a project manager/director when a firm has indicated more than one project manager/director. However, SCRCOG has an existing On-Call Engineering Services List, [see details here](#). It is expected that municipalities will utilize that on-call list for engineering projects.

4. Services listed on "Appendix A: Specialization Checklist" go beyond architectural services. Can firms address those services such as engineering services in our qualifications package?

Firms should only indicate the specializations which are provided in-house Those specializations may be for the services specified on the checklist or other unspecified architectural and engineering services.

5. Are firms permitted to hand-deliver proposals to your office, or are Covid-19 restrictions in place that would prohibit that?

Firms are permitted to hand-deliver responses to the SCRCOG office on Monday, November 22nd from 9:00 AM to 2:00 PM and Tuesday, November 23rd from 9:00 AM to 12:00 PM. If a firm would like to hand-deliver a response outside of those timeframes, please email Andy Cirioli at purchasing@scrcog.org to schedule drop-off time. SCRCOG requires all guests to wear a mask.

Andy Cirioli

Municipal Services Manager / Regional Planner