



**PURCHASING DIVISION
ROOM 210 CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450-8022**

NOTICE TO BIDDERS

ADDENDUM #001

TO THE BID FOR: RFP023-48 Lead Inspector for Meriden HUD/NPP

FOR: City of Meriden

BID DUE DATE: May 31, 2020 at 11:00 AM

The purpose of Addendum is to provide additional information to potential proposers

- RFP023-48 should read "Lead Inspector/Risk Assessor for Meriden HUD/Neighborhood Preservation Program."
- Please use **THESE** instructions for your Submittals:

Form of Proposal:

The objectives of this request for proposal are to identify the individual/organizations best qualified to perform the services and to identify the most practical proposals. All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Candidate's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete but concise information as required by this request. In addition to the Proposal Response Form, the proposal should include:

1. Title Page. This should include you/your company name, address, telephone and fax numbers, and person to contact regarding this proposal with e-mail address.
2. Executive Summary: Provide a brief history of yourself/your firm and identify the key acquired proficiencies in the practice of inspections.
3. Provide a brief description of similar projects in which you/key personnel may have worked together as a team. Include previous assignment information such as title, length of time on job, references and contact information
4. Describe your inspections approach and how your schedule/availability will be organized and utilized for the initial inspection phase.
5. Provide three references that will be able to verify the quality of your inspection services and technical ability, with title, position, their relationship to the project, and telephone numbers.

Please acknowledge receipt of all addenda on the Proposal Pages.

Proposal Delivery - Proposals may be dropped off on or prior to May 31, 2023 at the time stated, either in person or by courier service. At this time the City does not have the infrastructure to accept electronic proposals and therefore proposals will only be accepted as directed in the proposal documents.

Rawle Dummett
Purchasing Officer
Dated: May 23, 2023