



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

**RAWLE DUMMETT  
PURCHASING OFFICER**

**PHONE 203-630-4115**

**NOTICE TO BIDDERS  
ADDENDUM #004**

**TO THE BID FOR: RFQ024-40 Architectural Engineering and Design Services for Meriden Senior Center  
FOR: City of Meriden**

**BID DUE DATE: April 17, 2024 at 11:00 AM**

Please acknowledge receipt of all addenda on the Bid Form Page(s).

**Question;** Section 4 – Information to bidders titled “Examination of Bidding Documents” seems to imply that drawings and specifications are complete. Was this intended to be part of this Design Request for Qualifications?

**Answer:** *Drawings and specifications are not complete. That language was included inadvertently. Please disregard.*

**Question:** Section 3 – The “Bidder Qualification Statement” seem to refer to a construction contract. Do we complete this form?

**Answer:** *The contract in the solicitation is just a sample. The winning bidder will receive a professional services contract for execution.*

**Question:** Section 10 – “Summary and Schedule of Work.” This seems to be a two-part process, First qualifications and then price proposals. Will we be given additional information to develop price proposals if we are selected for interviews? Or just an interview sequence. Also, four years seems to be a long time for construction unless funding for construction has not been secured. Will there be a lag time between design and construction due to funding requests?

**Answer:** *Bidders will be interviewed. The bidders selected for the proposal phase shall be given additional information to develop their proposals. The timeline to completion of the project is an estimate which depends upon the completion of design and bidding. There is a design phase, bidding phase, award, and construction, all of which are lengthy.*

**Question:** Addenda 1-3 released by the City refer to a "Bid Form Page" to acknowledge receipt of addenda. This form is not included in bid documents. Please advise where to acknowledge receipt of addenda.

**Answer:** *See Attached.*

**Question:** Is it acceptable to the City to provide resumes and projects in SF330 form only, in lieu of including traditional resumes/project sheets with their SF330 version counterparts?

**Answer:** *The City will accept resumes on the SF330 form.*

Rawle Dummett  
Purchasing Officer  
City of Meriden  
April 2, 2024

**Question:** The schedule in the Timeline of RFQ suggests that Qualifications are due 4/17, followed by shortlisting and issuing of RFP by late June, with Interviews in August. Is this correct? That would suggest that Fee Proposals would not be submitted until the RFP, correct? The 3/1 article in the Record Journal suggested a much faster schedule for Architect selection.

**Answer;** *See revised timeline. Fees only at this stage. Cost Proposals for the actual design and engineering etc. will be in the next phase June 30 to August 7. Information regarding any city project should be obtained from the City/ Purchasing Department.*

**Question:** The Feasibility Study and the R-J article both referenced a Project Budget of \$48M. However the RFQ says the Project Budget is \$38M with Construction Budget of \$36M. If that is correct then is it anticipated that the program/scope will be reduced as well?

**Answer.** *The available budget is nuanced and the final available budget will be available to the selected firm. Information regarding city projects should be obtained directly from the City/Purchasing Department.*

**Question:** On page 3, section 2, of the RFP, under the subtitle "Bids" we are instructed to include prices. There is no other reference to prices in this Request for Proposals. Further, the schedule of work on page 5 appears to call for a Request for Proposals as a later step in this process.

**Answer:** *Please see the revised timeline. "Fees" only at this time. This is the Qualification phase.*

**Question:** Are we to include a price in the submission due April 17, and if so, what should that price include? In Addendum #4 the City accepted the SF 330 in lieu of traditional resumes and project sheets.

Would the City accept traditional resumes and project sheets in lieu of SF 330's? The SF 330's are very limiting on space and photos and will not allow us to as effectively show our portfolio. And to include both the traditional and SF330 would be very cumbersome for your committee members. Either method will give you the same information; it's just the SF330 forms are much more limiting.

**Answer:** *Both SF 330s and traditional resumes are acceptable. No penalty for submitting one over the other.*

**Addenda Acknowledgement**  
**RFQ024-40**  
**Architectural Engineering and Design Services for Meriden Senior Center**

Date of Opening: April 17, 2024

At 11:00 a.m.

To: Rawle Dummett  
Purchasing Officer  
142 East Main Street, Room 210  
Meriden, CT 06450

The undersigned \_\_\_\_\_, doing business in the City/Town of \_\_\_\_\_, in the State of \_\_\_\_\_, herewith, after reading thoroughly the Specifications and other Bid documents (including if any addendum or addenda) acknowledge receipt of the following addenda;

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Receipt of Addenda is acknowledged:

No: \_\_\_\_\_ Dated: \_\_\_\_\_

No: \_\_\_\_\_ Dated: \_\_\_\_\_

No: \_\_\_\_\_ Dated: \_\_\_\_\_

No: \_\_\_\_\_ Dated: \_\_\_\_\_

No: \_\_\_\_\_ Dated: \_\_\_\_\_

NAME OF BIDDER \_\_\_\_\_

ADDRESS \_\_\_\_\_

BY: \_\_\_\_\_  
Print or type name Title

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-Mail \_\_\_\_\_

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PLEASE NOTE: All spaces must be filled in with figures or words or your bid may be automatically rejected.