

April 29, 2020

Q&A For RFP 2020 -008

**Q.** What are the amendments to RFP 2020-08 to date?

**A.** The following summarize the amendments that are in the posted RFP:

Inclusion of Feasibility Report for Twining Road

Change the General Requirements for the project

**Q.** On Page 4 of RFP 2020-08, there is a reference made to a Feasibility Report for Twining Road Improvements completed in January, 2020. Can I get a copy of that please?

**A.** The Feasibility Report for Twining Road is now posted on the Village website [www.vtsv.org](http://www.vtsv.org)

**Q.** Is there an estimated budget?

**A.** Yes, there is an estimated budget (which the Village is not disclosing at this time). The specific program funding is the Governor's 2022 Local Government Road Fund (LGRF).

**Q.** Is there a plan holders list available?

**A.** No. The only documents for the RFP will be included on the website [www.vtsv.org](http://www.vtsv.org)

**Q.** Can you please let me know the due date for this RFP? The Scope of Work document says 5/28, but the web page says May 15<sup>th</sup>?

**A.** The original published RFP date was May 15, however, the posted RFP Due Date is May 28. The RFP due Date is May 28, 2020 by 4:00 pm, in the Village Office

**Q.** Do you have a General Service Contract with an Engineering Firm at the moment and who is it with?

**A.** Atencio Engineering, Souder Miller and Associates

**Q.** What is the funding for this project?

**A.** The specific program funding is the Governor's 2022 Local Government Road Fund (LGRF).

**Q.** Did an engineering firm help you with the scope and cost estimate?

**A.** SMA assisted with the initial cost estimate for funding application.

**Q.** Do you have any Preliminary Studies Completed on this project and if yes by whom?

**A.** SMA did a Feasibility Report for a third party. That Feasibility Report for Twining Road is now posted on the Village website [www.vtsv.org](http://www.vtsv.org)

**Q.** Does the Village intend to conduct the field meeting in a manner that meets the State's requirements on social distancing and limits the size of gatherings?

**A.** Cancelled! The mandatory site visit is cancelled. Even meeting the State's COVID 19 requirements did not anticipate Work from Home participation.

**Q.** Is the Mandatory Pre-Proposal meeting on the 4<sup>th</sup> in person at the 7 Firehouse Rd. address, or will you be doing that virtually?

**A.** Cancelled! The mandatory site visit is cancelled. The Village is unable to conduct meeting virtually

**Q.** Due to COVID-19 restrictions, will the Village allow submission of proposal electronically?

**A.** No. The required submission is through the mail or delivered to the offices

**Q.** Are you still requiring the hard/physical copies of the proposal, or are you considering email/electronic submissions?

**A.** The required submission is through the mail or delivered to the offices.

**Q.** Is there a page limit?

**A.** There is no page limit, but a clear, concise RFP response is preferable.

**Q.** Would the Village consider an earlier date to respond to questions? Or perhaps 2 responses, such as one to respond to RFP questions, and one to respond to project type questions after the site visit?

**A.** The site visit is cancelled but you are encouraged to visit independently. We may continue to update the Q&A document until the Question Response Deadline.

**Q.** Is the Village prepared to negotiate and/or phase the project with the Awardee to develop a scope and schedule that meets the Village's needs and can be delivered within the available funding?

**A.** Yes

**Q.** Could the Village include a copy of its Standard Agreement with the Response to Questions?

**A.** Yes

**Q.** Under which section of the RFP should respondents utilize to demonstrate their understanding of the Scope of Work?

**A.** Item 4: Project Management experience ...

**Q.** Under which section of the RFP should respondents utilize to demonstrate their familiarity with the project?

**A.** Item 1: Technical Competence

**Q.** Which area would the Village like the respondents to use to include a schedule – item 2 or 4?

**A.** A schedule showing the capacity of the firm to provide resources is expected in Item 2, i.e. (What are your particular delays, or resources to getting started and meeting deliverables?)

What is asked in Item 4; is for a project schedule Gant Chart starting at 0 days and describes phases, etc. until the Nth day when the project is finished.

**Q.** Are the items listed on page 7 different than those listed in the Proposal Evaluation items on page 13, please clarify if the Village wishes the respondents to utilize page 7 OR page 13 items?

**A.** They are different and both important. RESPONSE SUBMISSIONS; informs how to submit the RFP;

And PROPOSAL EVALUATION; informs how the RFP submission will be evaluated.