



**ADDENDUM NO. 1  
Issued March 15, 2010**

**TO**

**“REQUEST FOR QUALIFICATIONS  
FOR  
CONSULTING, ENGINEERING AND LAND SURVEYING  
SERVICES”**

**(RFQ Number 10-OP-006)  
(RFQ Issued February 1, 2010)**

**Note: Entities that respond to this Request for Qualifications are required to acknowledge this and all Addenda in Section 6(a) of the Statement of Qualifications Form.**

This Addendum consists of the Connecticut Resources Recovery Authority's responses to written questions that were received by CRRA by 3:00 p.m., Friday, March 5, 2010, the deadline specified in the Instructions To Firms for the submission of written questions.

<b>1.</b>	Question	Is it CRRA's preference to contract with DAS certified small business enterprises and women and minority owned businesses?
	Answer	Consistent with State law, CRRA does prefer to contract with Department of Administrative Services ("DAS") certified small business enterprises and women and minority/woman/disabled person business enterprises.
<b>2.</b>	Question	In the past, has CRRA awarded, to a single firm, contracts in multiple service areas?
	Answer	Yes, in the past CRRA has selected a firm to provide services in more than one Category of Services.
<b>3.</b>	Question	In section 6.1(d) of the Agreement, CRRA reserves the right to waive any of the insurance requirements within section 6.1. We currently have all the coverages and limits required with one exception. Our workers compensation coverage limits are \$100,000 for both bodily injury and disease. Is this exception something CRRA would typically waive for the professional services you're seeking or does this put us at a distinct disadvantage for selection?
	Answer	CRRA may consider waiving insurance requirements on a case-by-case basis.
<b>4.</b>	Question	In the indemnification clause of the Agreement (page 15 of 23), on the 8th line of article 5.1, CRRA uses the phrase "...acts, omissions or negligence of the Consultant". We are concerned that if the word "acts" is left in the language, we will be covered by our Professional Liability Insurance. By changing the word "acts" to "errors", we would have Professional Liability Insurance coverage. Please consider making this change.
	Answer	CRRA legal and risk management staff and contractors have reviewed this issue and CRRA has decided to retain the word "acts" in the indemnification clause. CRRA will add the word "errors" to the indemnification clause.
<b>5.</b>	Question	In the Agreement, page 15 of 23, Section 5-Indemnification, Section 5.1-Consultant's Indemnity, lines 8 & 9 – we request that you delete the words " <i>acts, omissions, or</i> "
	Answer	CRRA legal and risk management staff and contractors have reviewed this issue and CRRA has decided to retain the words "acts, omissions, or" in the indemnification clause. CRRA will add the word "errors" to the indemnification clause.

<b>6.</b>	Question	In the "Instruction to Firms" on Page 8, the end of section 14(b)(5) reads: (see Section Error! Reference source not found.6.2 .). What is meant by this?
	Answer	The "Error! Reference source not found" is the result of a broken link in Microsoft Word. The parenthetical statement at the end of section 14(b)(5) of the "Instructions to Firms" is hereby modified as follows:  “(see Section 16.3(e) of this Instructions To Firms)”
<b>7.</b>	Question	Are the MBE requirements in the cover letter as specified in section 14(b)(5) of the “Instructions to Firms” to be deleted?
	Answer	No, the reference to the set aside for legitimate minority business enterprises is not to be deleted. Please see the response to question 1.5 above. The phrase in the parenthetical statement at the end of section 14(b)(5) is modified as follows:  “(see Section 16.3(e) of this Instructions To Firms)”
<b>8.</b>	Question	In the “Statement of Qualifications Form,” please clarify the items for which you are asking the firms to waive damages in section 12(b).
	Answer	SOQ submitter is waiving any of its rights to damages etc. in connection with CRRA entering into an agreement(s) for the Services with any other SOQ submitter(s).
<b>9.</b>	Question	On page 2 of the “Notice of Award,” item (d) states, “Deliver to CRRA the requisite Performance Security”. Will performance security be required for this contract? If so, please provide additional details on the amount and the terms.
	Answer	Performance security is not required under this RFQ. The reference to performance security should not have been included in the “Notice of Award.”  The “Notice of Award” is hereby modified by deleting the current subsection (d), renumbering the remaining subsections and changing the reference in the second line of the second full paragraph on page 2 to “items (a) through (e) above.”
<b>10.</b>	Question	In the “Billing Rates” portion of the “Payment Rates Schedule Form,” the second column specifies <i>Name and Title</i> – are you requesting rates be identified for each and every employee in the office responding to the RFQ or will rates by title only be sufficient?
	Answer	Rates by title/position will be sufficient.

11.	Question	In section 14(g) of the “Instructions to Firms,” CRRA requests a <b>separate</b> Personnel Background and Experience Form for <b>each</b> Category of Services. May we respectfully suggest that in place of the experience forms and resumes being supplied for <b>each</b> category, we furnish a single copy of all of the Personnel Experience Forms, a staff matrix which identifies <i>Name, Category, Title, Staff Level and Percentage of Time by Category</i> along with the two (2) page resumes in an Appendix?
	Answer	While the suggestion regarding the Personnel Experience Form has merit, it would unnecessarily complicate CRRA’s evaluation of the SOQs. Therefore, CRRA will retain the requirement of a Personnel Experience Form for each Category of Services for which a firm wishes to be considered.  As a point of clarification, the fourth full paragraph on page 1 of the “Personnel Background and Experience Form” states that firms should “provide only one resume for each individual identified, regardless of how many Categories Of Services he/she might be assigned.”
12.	Question	The Personnel Background and Experience Form identifies a field for <i>Staff Level</i> which relates back to the <i>Staff Level</i> column on the Billing Rates form. Therefore, will the title only be sufficient on the billing rate form?
	Answer	Yes, rates by title/position will be sufficient.
13.	Question	Is there any limit on the number of pages that can be attached to the Firm Background and Experience Form?
	Answer	No, there is no limit on the number of pages that can be attached to the “Firm Background and Experience Form.” However, CRRA does place a premium on conciseness.
14.	Question	The “Firm Background and Experience Form” states that the submitter can attach additional pages if necessary. I downloaded the forms from the Authority’s website and my question is can we add pages in addition to the form or should all of the information be provided on additional/subsequent pages of the form.
	Answer	Pages may be added in addition to the page(s) provided in the “Firm Background and Experience Form.”

<b>15.</b>	Question	Please describe the nature of the "mechanical and electrical contractor services" being sought in item 2(i) under the Scope of Services for Resource Recovery and Recycling Consulting Services.
	Answer	Examples may include, but are not be limited to, the following:  Mechanical: Improvements in design or efficiencies to process systems (combustion, fuel handling systems etc.). Structural design and improvements due to process changes or upgrades.  Electrical: Load testing, inspections or condition assessments of all low and medium voltage equipment. Electrical design and improvements due to process changes or upgrades.
<b>16.</b>	Question	Section 7(c) of the "Scope of Services" reads as follows: "provide photogrammetry services and compute earthwork quantities to determine landfill capacities." Does this mean that a firm that wishes to be considered for the "land surveying" category of services would have to include a photogrammetric mapping company as a sub-contractor?
	Answer	CRRA expects a firm interested in the land surveying Category of Services to provide photogrammetry services using either in-house resources or a subcontractor. If a subcontractor would be used, such subcontractor must be identified in the SOQ.
<b>17.</b>	Question	Section 5 of the "Instructions to Firms" lists the Categories of Services. Could the CRRA provide a short, bulleted list of some of the types of resource recovery and recycling project work that might be offered under the contract(s) that result from this RFQ, and similarly for the solid waste consulting services topic?
	Answer	Exhibit A to the Agreement provides a short, bulleted list of some of the types of services that might be required for each of the Categories of Services.

**END OF ADDENDUM 1**