



CITY OF TORRINGTON

Addendum # 1

ADDENDUM 1 HAS BEEN ISSUED PERTAINING TO SUBMITTED QUESTIONS AND ANSWERS REGARDING DESIGN, PLANTING AND MAINTENANCE OF COE MEMORIAL PARK GARDENS

RFP #CPG-040-111816 DESIGN, PLANTING AND MAINTENANCE OF COE MEMORIAL PARK GARDENS

Bid opening: **November 18, 2016** Time: **11:00 AM** Location: **City Hall, 140 Main St., Room 206, Torrington, CT**

Submit signed addendum with bid.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: November 10, 2016

Purchasing Agent _____

Pennie Zucco

Bid Submitted By: _____

Name of Company _____

Signature

Address _____

Title

Date _____

QUESTIONS/ANSWERS: 11/10/16

Q-1) For personnel qualifications, do we need to only provide the qualifications of the designer?

A-1) The list shall include all employees working on the site as well as those completing the design work, with details outlining their role/position in addition to years of experience, the individual's qualifications, licenses, and certifications, and their relevant experience for completing the scope of work.

Q-2) For Client references do we provide information for the clients to be contacted or do we also need letters of references?

A-2) A list of references with the details outlined in the RFP shall be provided. Letters of references can also be provided, however are not required.

Q-3) Under "additional information" 10b asks for percentage of annuals vs. perennial. The designs plans are not due until spring of 2017, so we would not know the exact amount of annuals vs. perennials Can you clarify? Also does this percentage need to include existing perennials in the park?

A-3) Each proposal shall include a general outline on how each company will approach designing the beds incorporating new plants with existing perennials. This outline shall include a rough breakdown of the percentage of new annuals vs. new perennials.

Q-4) In the past this contract did not require a consent of surety. Can you tell us what type of surety bond we need?

A-4) N/A