

**Town of Berlin –RFQ 2015 - 02
Responses to Questions**

1. Is an oral presentation of the study going to be required in addition to submitting the report?

The Town is interested in recommendations from consultants regarding approach. If you believe a presentation of your report would be beneficial please add it to the proposal.

2. Are community input meetings required as part of the development of the feasibility study?

The Town is interested in recommendations from consultants regarding approach. If you believe community input meetings would be beneficial please add it to the proposal.

3. During development of the study, what would be the extent of involvement/input from the County Recreation and Parks Department, and the Town?

The selected consultant can expect to work closely with Town staff, the Mayor and the Council on this project. Coordination with Worcester County departments has not been determined. The Town is interested in recommendations from consultants regarding approach. If you believe close coordination with Worcester County would be beneficial please add it to the proposal.

4. Has any environmental site assessments been done on the property? If so, will those reports be made available?

Please click here: [Phase I Environmental Assessment Report](#). The Town is expecting to receive the Phase II Environmental Assessment Report before the end of July 2015.

5. Is the basis of our fee to be lump sum, time and material, or time and material with an upset limit?

The RFQ requires an hourly rate schedule. It's up to the responder to put the cost proposal together in a manner that makes it easy for the Town to understand.

6. Is there a particular bid form on which the Town wants us to present our fee?

No

7. Does the Town require SF 330s, or other such forms be submitted?

No

8. Is there a site survey or digital CAD file that will be available for the study?

No

9. How will Town input be gathered during the planning process? Is there a Steering Committee?

The Town is interested in recommendations from consultants regarding approach.

10. Does the Town have a program or wish list for potential uses inside the park?

Please see page 2 of the RFQ.

11. Has the Town established a budget for this effort?

Yes

12. When will selection of a team occur? With an August 31 deadline for the planning effort, it will be important to start work as soon as possible.

Our tentative schedule is as follows:

Responses will be reviewed and a selection made by the review committee on Friday, July 24, 2015. That selection will be forwarded as a recommendation to the Mayor and Council at their meeting on Monday, July 27, 2015.