

**TOWN OF BERLIN**  
**REQUEST FOR QUALIFICATIONS**  
**RFQ # 2015 - 03**  
**Municipal Planning Consulting Services**

**Questions and Answers**

1. **The Request for Qualifications (RFQ) includes a cost proposal among the submittal requirements, and also notes at the bottom of page 4 that “Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the Town”. Since this is an RFQ in lieu of an RFP (Request for Proposals) and a separate proposal process will be required, please confirm the requirement to submit a cost proposal at this time.**

A cost proposal is required as well as an hourly rate schedule. Cost proposals are expected to have enough detail for the Town to understand the basis for the cost being charged. It is up to the firms responding to the RFQ to determine the best level of detail that clearly illustrates the cost to the Town.

2. **Assuming a costs proposal is desired, please clarify the requested scope of services and deliverables to be addressed, including responses to the following questions:**
- **How many meetings would be anticipated for the town-wide discussion services generally described at the bottom of page 2?**
  - **Is the cost proposal intended to address just the town-wide discussion, with costs for additional services to assist with the planning tools listed at the top of page 3 to be addressed after scope is better defined via the town-wide discussion?**
  - **If services to assist with the planning tools are to be defined by the current cost proposal, what are the anticipated deliverables?**

The Town is seeking recommendations from consultants regarding the best approach for the Town wide discussion, development of commercial architectural design standards and construction guidelines, as well as the evaluations and recommendations of street profiles, access points, interconnectivity of parcels and highway corridors. The last two items should be developed in the context of the Town wide growth discussion.

3. **The RFP requests evaluations and recommendations for street profiles, access points, interconnectivity of parcels and highway corridors. Is the Town seeking “general recommendations” or seeking site specific evaluations and recommendations...and if so is this for all town-wide roads or limited to certain roads/ areas? I would assume this would effort be limited to undeveloped areas or specific areas.**

The Town is currently focused on highway corridors and areas of anticipated development and growth. Consultant analysis and recommendations are expected to be in the context of the Town wide discussion on growth.

4. **What is the correct link to the Strategic Plan? I’m having trouble accessing the document.**

Here is the correct link:

<http://berlinmd.gov/wp-content/uploads/2015/07/berlin-strategic-plan.pdf>