



Village of Maple Park

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MEMORANDUM

TO: Engineering Firms

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: August 25, 2020

SUBJECT: ADDENDUM #1 – VILLAGE OF MAPLE PARK RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)

The following questions have been received as of August 24, 2020. The Village's responses are in bold blue text.

1. Has the Village established a budget for the RRA/ERP? **The Village is looking for engineering firms to submit proposals that encompass all costs necessary to complete the scope outlines in the RFP.**
2. Will the Village Engineer, LinTech, be precluded from submitting? **The Village Engineer, LinTech Engineering, LLC will not be bidding on the project.**
3. If so, will the Village Engineer be on the Selection Committee? **The Village Engineer will serve on the Committee as the Village's expert and Chief Water Operator.**
4. Will the Village Engineer recuse himself if sister company, Baxter Woodman submits? **The Village Engineer is only one member of the Committee and is no longer associated with the firm; the Committee will make a recommendation to the Village Board. The Village Board has the final authority and will award the contract.**
5. Per Section B, paragraph 3: stipulates that "the AWIA deadline for the Village to complete the Risk & Resilience Assessment is June 30, 2021 and for the Emergency Response Plan is December 31, 2021." This appears to conflict with Section C.2 that states "Conduct a Risk and Resilience Assessment and complete the assessment no later than 90 days from the date the Professional Services Agreement is fully executed..." The EPA rule stipulates that the ERP is to be certified no later than 6 months following certification of the RRA. Please clarify the expected due date for the RRA. **There is no conflict, the Village technically does not have to submit an RRA/ERP by the June 30, 2021 deadline; the Village is seeking to have the project completed as specified in the RFP.**
6. Section 4.3 of the sample contract states in part: "Final acceptance of work products & services require written approval by Village Payment will be made to consultant following written approval of the final work products & services by the Village Administrator." This statement appears to mean that there will be no progress payments for this work (other utilities are making monthly payments) and if this statement covers the entire contract (RRA + ERP) that could mean 6 months of work with no payment. Please

clarify the payment arrangements. **The Village is looking for engineering firms to submit proposals that encompass all costs necessary and anticipates paying for the project as presented in the RFP.**

- 7. Section 6.2 of the sample contract states “consultant shall retain any & all documents produced as a result of services provided hereunder for a period of five (5) ...” There appears to be a word or two missing. 5 days, months, years? Please clarify. **Five years.**

This concludes Addendum #1.

Sincerely,

Dawn Wucki-Rossbach
Village Administrator

Proposers shall acknowledge receipt of this Addendum by signing this acknowledgement line below and attaching this addendum to their submitted proposal.

ACKNOWLEDGEMENT

_____	_____
Signature	Date

Title	

Company	