

**TOWN OF GUILFORD**  
**RFQ/RFP#2-1920**  
**Guilford Zoning and Subdivision Regulations**  
**June 19, 2019**  
**ADDENDUM #1**

**Information Request:** The following information was requested:

1. The RFQ/RFP states that the contract documents will be provided by the Town (or drafted by the Town Attorney) and the Fee Proposal form indicates that the Consultant has to sign the Town's agreement without seeing it first. Exceptions are not possible unless listed in the Proposal. Will sample contract documents be available for review by potential vendors so that exceptions (if any) may be noted?

**Response:** "Exceptions" are for the purpose of listing differences in scope of bid. Contract is prepared after award of bid and parties may negotiate reasonable revisions.

2. Might the Town accept Consultant's standard contract form upon review by the Town Attorney?

**Response:** It is possible that consultant's contract with reasonable revisions may be acceptable if Town Attorney approves.

3. Are there any specific insurance requirements for the Certificate of Insurance to be provided following any award?

**Response:** See Exhibit A attached.

4. The RFQ/RFP discusses delivery of "draft new regulations" in approximately 6-9 months. Is this the final work product from the Consultant or does the Town wish for the consultant to assist with the review, refinement, and adoption of the updated Regulations?

**Response:** According to Town Planner, the Town wishes for consultant to assist with review, refinement, and adoption of updated regulations.

5. What is the budget for the project?

**Response:** The Town does not release budgets.

## EXHIBIT A

### Insurance Requirements

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Guilford as an Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies except Professional Liability should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-"-VIII. In addition, all Carriers are subject to approval by the Town of Guilford.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Town of Guilford prior to contract issuance. Provider agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies.