

**Addendum 1
Request for Proposal
Brownfields Qualified Environmental Professionals
Response to Questions**

The Merrimack Valley Planning Commission (MVPC) has issued Addendum 1 to the Brownfields Qualified Environmental Professionals RFP. The change is detailed below.

Section V. Quality Requirements & Appendix C – Quality Requirements

- Delete the following paragraph in both sections.
Firm must have a minimum of five (5) years experience working in the Commonwealth of Massachusetts with the MA Department of Environmental Protection brownfields environmental site remediation regulatory requirements of the Massachusetts Contingency Plan;
- Replace with the following paragraph in both sections.
Firm and / or principal staff assigned to this project must have a minimum of five (5) years experience working in the Commonwealth of Massachusetts with the MA Department of Environmental Protection brownfields environmental site remediation regulatory requirements of the Massachusetts Contingency Plan.

The MVPC has provided responses to the following questions:

1. On page 10, Proposal Requirement B (a) states that font used in the cover letter must be a minimum of 12. Is that true for the text of the proposal as well? **RESPONSE: Yes.**
2. On page 10, Proposal Requirement B (c) (vi) states that we must describe how we are “properly licensed, bonded and/or insured (both fidelity insurance and errors and omissions insurance).” It is our understanding that “fidelity insurance” can be one of two things: 1) reference to our 401k being insured or 2) reference to covering employee theft or destruction of client property. Please let us know to which type of insurance you are referring. **RESPONSE: We are referring to employee theft or destruction of client property.**

Please note that the MVPC will require acknowledgement of any addenda issued to be included on the bid form.

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