

**TOWN OF YORKTOWN
RFP FOR ENGINEERING SERVICES
Q&A NO. 1**

Please see our questions in regard to the subject RFP:

1. Please expand on the scope of services and advise on the below:
 1. What types of projects are anticipated?

Assist with various capital projects and maintenance projects at wastewater treatment plant.
 2. Is reviewing plans included in the scope of services?

Plan review is not required at this time.
 3. Is the consultant intended to attend any meetings, if so, how many?

Attendance at meetings is not anticipated.
 4. How is the selected consultant expected to support the Town?

Selected consultant will assist Engineering Department with projects as needed.
2. Are an organization chart and resumes required to be part of our submission?

Resumes of staff that will directly assist the Town should be provided.
3. What is the duration of this contract?

One year with option to extend.
4. Are hourly rates required, if so, can a rate sheet reflecting annual increases in correlation with the duration of the contract be submitted?

An hourly rate sheet is acceptable.
5. Will the Town extend the submission deadline?

We are not proposing to extend the submission deadline.