

**GREATER HARTFORD TRANSIT DISTRICT
GHTD RFQ/P #02-026
ARCHITECTURAL AND ENGINEERING and CONSTRUCTION MANAGEMENT SERVICES
for a TASK-BASED SERVICES CONTRACT
(UNION STATION AND ROBERTS STREET)
ADDENDUM #2**

March 19, 2026

The Request for Qualifications/Proposals (RFQ/P) is modified/clarified as set forth in this Addendum. The original RFQ/P Documents remain in full force and effect, except as modified/clarified by this Addendum, which is hereby made part of the RFQ/P. Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

A virtual Pre-Proposal Conference was held by the District on **Wednesday, March 11, 2026 at 10:00 AM local time** via Zoom. The purpose of the meeting was to outline requirements the District will expect of the Proposer, as well as to provide the opportunity for questions and explanations. Attendance at the pre-proposal conference was not mandatory, nor a condition for final award. For a list of individuals who were in attendance see Addendum 2 – Attachment 1 Sign-In Sheet. In addition, GHTD Staff present at the virtual pre-proposal conference were as follows: LaShaunda Drake, Doug Holcomb, Mary Bujeaud, and Miguel Lefebre.

Proposals are due on or before 2:30 p.m. local time, Thursday, April 2, 2026 at the District offices located at One Union Place, Hartford, CT.

The following inquiries were submitted regarding RFQ/P #02-026:

- 1. Question: Section 6 says the firms submitting proposals must employ registered Architects licensed by the state of CT. Please clarify if the Architect must be employed by the prime designer, or can the registered Architects licensed in the state of CT be our sub-consultant?**

Answer: Firms and/or teams submitting proposals must include registered architects and professional engineers licensed by the State of Connecticut.

- 2. Question: Can we assume the forms need to be completed by the prime firm only, not any subconsultants?**

Answer: Yes, the certification forms must be completed by the prime firm and their subs. Additionally, it is the prime firm's responsibility to make certain that their subs have been vetted and have all appropriate documentation and assurances on file according to the firm's internal policies and procedures.

3. **Question:** Are subconsultants required to have the same insurance coverages as a Contractor (prime)?

Answer: Yes.

4. **Question:** Does the Authority have any plans to solicit proposals from Owners Project Management firms independently of this procurement?

Answer: This solicitation is open to the public. All are encouraged to apply.

5. **Question:** Can three (3) years of financial statements be provided in electronic form on a flash drive, in lieu of printed copies? We understand that other firms may request copies of proposals under the FOIA. We would prefer to offer them as separate materials for your information only, while maintaining their confidentiality.

Answer: The District will accept one (1) electronic copy and once (1) printed copy of the financial statements. The printed version should be included in the hard-copy marked "original". All financial statements are deemed confidential/proprietary and are not shared outside of the review committee.

6. **Question:** If you require printed copies of the financial statements, may we provide one set, separate from the proposal and marked "Confidential"? (The combined financial statements for 3 years are a 100-page document)

Answer: See response to question #5.

7. **Question:** Are individual Affirmative Action Plans expected from the Prime and Subconsultants? If so, shall we provide them as separate attachments/appendices not counted in the page limit?

Answer: Yes affirmative action plans and/or statements must be submitted by the prime and the subs. They will not be counted towards the page limit and can be included as a separate attachment or appendix.

8. **Question:** Is there an estimated budget for the contract?

Answer: The District does not divulge budgetary information.

9. **Question:** Are all prime consultants and subconsultants required to be registered businesses in the state of Connecticut?

Answer: For clarification, firms, or teams led by a prime must ensure that on their proposed staff, or within their respective teams, are the appropriate staff licensed to conduct the work envisioned in this project with the appropriate credentials.

10. **Question:** During the pre-proposal conference, it was asked whether all personnel need to be licensed in CT. The response was that "Firms and/or teams must include registered Architects and registered Engineers licensed to the state of CT." Section III, 2. J) of the RFP states "An affirmative statement should be included indicating that the firm and all assigned key professional staff are qualified to practice in Connecticut." To clarify, must all registered architects and engineers on the team be licensed in CT? Or, can teams qualify as long as the combined firms include some quantity of CT registered architect and engineers? Can an engineer who is registered in states other than CT work on the project?

Answer: See the response to question #9.

11. **Question:** Please confirm that subconsultants are required to provide evidence of coverage of all insurance types and comply with all stipulated regulations A through H under Section 16. INSURANCE REQUIREMENTS in the RFP.

Answer: See response to question #3.

12. **Question:** Are proposing teams required to provide all technical services outlined in the RFQ/P, or will the District consider proposals that exclude certain technical disciplines?

Answer: The District will evaluate proposals and reserves the right to award more than one firm. However, as indicated in the RFQ/P, the District is looking for a firm or team that can complete all the work envisioned.

13. **Question:** The RFQ references Construction Management services as part of the task-based contract. Please clarify whether these services are intended to align with typical A/E construction administration services (e.g., site observations, submittal review, meeting coordination, change order evaluation, payment application review, and project closeout), or if the District is seeking full third-party construction management services provided by a General Contractor that extend beyond standard A/E construction administration responsibilities.

Answer: The items detailed in the question are what the District is looking for - site observations, coordination of materials testing, submittal review, RFI review and responses,

meeting coordination, change order evaluation and cost analysis, payment application review, and project closeout.

14. Question: Can electronic submission be sent using MS OneDrive?

Answer: The District's preferred method for electronic submissions is via USB flash drive or Dropbox link. Firms that opt to submit via OneDrive are encouraged to send a test link prior to the submission deadline to ensure that their proposals will be received without incident. The District will not be responsible for proposals received after the submission deadline due to technical issues should firms opt to use a method outside of the District's preferred methods for electronic submission.

15. Question: Can an Engineering firm pursue as a prime designer and as a subconsultant to an Architectural firm?

Answer: Yes.

16. Question: Is the contract intended for one firm or multiple firms?

Answer: Multiple firms can be awarded under this solicitation.

17. Question: The solicitation is an RFP/Q. Are any costs expected with our submission?

Answer: This is a qualifications-based proposal solicitation. Cost is not a factor in the evaluation process. Proposers are instructed to include a rate sheet for all proposed staff working on the project as specified in the solicitation.

End of Addendum 2