

**TOWN OF GLASTONBURY**  
**REQUEST FOR QUALIFICATIONS**  
**RPGL-2025-08**  
**PLANNING & ZONING UPDATE PROJECT 2024-2026**  
**ADDENDUM NO. 1**  
**August 23, 2024**

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum on the Proposal Response Page (Attachment A).

1. Under "Response Instructions" on page 8, item #6, the RFQ requests a list of references and examples of previous/similar projects with Open Space/Woodland Management Plans. Could you elaborate on what exactly the Town is looking for in this requirement?

I apologize, but there is a typo in the RFQ on page 8, item #6. It should read "Respondent shall provide a list of 3-5 references and examples of previous, similar projects with **Planning and Zoning Updates** successfully completed within the last 10 years, including contact name, address, and telephone number of the owners' representative in each project. The Town reserves the right to contact these organizations regarding the services performed by the Respondent."

2. In the "Minimum Requirements" section on pages 6-7, the RFQ requests an estimated budget and a list of resumes/key personnel; however, in the outline required of respondents indicated under "Response Instructions" on page 8, there is no mention of them or where to include them in our submittal. Could you clarify if/where you would like those components added?

Please include a list of resumes and key personnel in response under #5. Please provide an estimated budget in response to #7. If selected for an interview, the respondent may be requested to submit a more complete proposed fee for consideration.

**END OF ADDENDUM NO. 1 TEXT**