



Contractors Bid Meeting- Engineering & Code Review Services
June 4th, 2025 @ 12:00 pm
Town Hall

12:00 pm – Bid Meeting

I. Opening:

- A. Roll Call: TM J. Goodyear and TC K. Gallagher
- B. Visitor Acknowledgement: Marc Cote & Rita Ossiander of Rossi Group. Bryan Jones, Ben Baker, & Jim Lober of KCI. Michael Falkowski of Verdantas, Lisa Donlon of Vandermark & Lynch, Ring Lardner of Davis Bowen & Friedel, and Earle Dempsey of FSIA.

II. Q & A:

- A. Question- What is the budget for engineering services?
 - 1. Answer: TM Goodyear states the 2026 FY budget has not yet been ratified, but the proposed amount to support is \$115,000.00 for engineering services and an additional \$60,000.00 for code review and inspection services.
- B. Question- Are there any upcoming capital improvement projects that the Town is anticipating?
 - 1. Answer: TM Goodyear states there are a few preliminary projects. Public works dept will need a building as they currently work out of Townhall and a current RFP for the Police Dept expansion. Also, potentially outgrowing Townhall in the future.
- C. Question- Will the Town entertain awarding both contracts to the same firm?
 - 1. Answer: TM Goodyear states yes, both can be awarded to the same firm.
- D. Question- How many copies of the bid is the Town requesting?
 - 1. Answer: TM Goodyear states at a minimum 1 (one). We prefer them to be sealed. However, they can be submitted digitally or physically.
- E. Question- Is insurance necessary with the submittal of the proposal? Will this be subject to a FOIA request?
 - 1. Answer: TM Goodyear states that the bidder's insurance is proprietary information so it would not be included in a FOIA request but is necessary with the submittal of the proposal.

F. Question- Does the proposal need to include sub-consultants for specialized engineering services?

1. Answer: TM Goodyear states that sub-contacts are not required to be put in the proposal, but it would be good information to have within the proposal.

G. Question- How often are engineering services needed?

1. Answer: TM Goodyear states that the current engineering firm does about 30 (thirty) hours a month. – Engineering services only. Each season varies due to volume of workload.

H. Question- Will contract terms be discussed in a meeting with Council?

1. Answer: TM Goodyear states that yes, in the July meeting the terms will be discussed.

I. Question- Will the Engineer need to assist with code changes?

1. Answer: TM Goodyear states yes, they are currently in the middle of this. There is typically changes 2-3 times per year.

J. Question- Can RFP responses be combined?

1. Answer: TM Goodyear states yes, they can be combined.

K. Question- The sewer agreement will be ending in December of 2025. Will the Town be extending the agreement?

1. Answer: TM Goodyear states most likely the agreement will be extended another 10 years.

L. Question- Currently the Town is under population for MS4 permitting. Will the Town be expecting to get any larger?

1. Answer: TM Goodyear states the population is on the lower end in the incorporated section so most likely no.

M. Question- Does the Town maintain their own roads?

1. Answer: TM Goodyear states yes, only Main St and South St are state roads. The Town cares for the rest. There are currently RFPs for road repaving on Town roads.

N. Question- Will the successful firm be allowed to work with other contractors and developers within Town?

1. Answer: TM Goodyear states yes, there is not a conflict with this.

O. Question- What do code hours for the Town look like?

1. Answer: TM Goodyear states that during the busier season typically 5 hours a week. In the slower season could be as low as 5 per month. She would prefer the Town be billed at a per permit rate.

P. Question- Who is the agency for sediment storm requirements review?

1. Answer: TM Goodyear states New Castle County & the Conservation district.

Q. Question- Who handles RFP construction oversight?

1. Answer: TM Goodyear states that the builder typically handles this and the builder will send in their own lines and grades, survey, and also as-builts.

R. Question- Is the firm ultimately responsible for the C/O?

1. Answer: TM Goodyear states yes.

S. Question- for code review, will the firm be reviewing all permittable aspects?

1. Answer: TM Goodyear states yes.

III. Additional Items:

A. Link to Municipal Code:

<https://townsendde.municipalcodeonline.com/book?type=ordinances#name=CHARTER>