

NORTH WINDHAM TRANSPORTATION STUDY REQUEST FOR PROPOSALS
RESPONSE TO QUESTIONS ON RFP

Question: RFP requires submittal of 4 hard copies and 1 electronic copy. With COVID-19, is the town office open to the public to allow for hand carried deliveries?

Answer: Yes, the town will allow hand-carried deliveries.

Question: If the town office is open to the public, what are the town office hours of operation?

Answer: They can be dropped off at the Planning Department on the 2nd floor of the Town office building at 8 School Road. The office is open from 8AM to 3:30 PM. There is also a secure drop box on the 1st floor at the entrance to the Town Clerk's office.

Question: The RFP notes that up to six meetings with the Study Team should be expected. How many public meetings should be expected with this planning study? Please confirm that the public meetings will be in addition to the six meetings with the Study Team (not part of the six meetings)

Answer: Two public meetings with stakeholders in North Windham should be assumed as stated in the RFP, and 6 team update meetings (roughly monthly). The public meetings are in addition to the study team update meetings.

Question: In light of the fact that we are still working from home due to COVID 19 safety precautions, would the Town reconsider the requirement to provide 4 hard copies in favor of allowing email submissions? Several municipalities have allowed this change in recent months and it has been very helpful.

Answer: Yes, with the current situation, the Town will accept e-mail submissions with an attached PDF of the proposal package.