



# **OFFICE OF WILL COUNTY EXECUTIVE** **LAWRENCE M. WALSH**

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## **2013-58 Historic Surveying Consultant Bid - Peotone Addendum 1 August 21, 2013**

Can you provide additional explanation about the division of work among the three phases vs. Part 1/Part 2 of the project?

1. I understand that the phases relate to the various milestones for the work. Briefly,
  - Phase 1 - Review/research, field survey, submittal of 10 sample forms, base map.
  - Phase 2 - Compilation of research and survey data
  - Phase 3 - Draft and final survey summary report
2. In contrast, I assume that the division between Part 1 and Part 2 is more arbitrary and geographical. For example, Part 1 could be the western half of the township (18 sections, west of Center Road) while Part 2 could be the eastern half of the township (remaining 18 sections, east of Center Road), or vice versa.
3. It is relatively straightforward to divide the work of Phase 1 and the work of Phase 2 among Part 1 and Part 2 - about half the effort for these two phases would belong to each geographic Part.
4. Phase 3 is more challenging to divide between the two Parts. I assume that one summary report is desired for the entire township. Therefore, in dividing up the work effort, I would propose that a draft summary report would be prepared in Part 1, but no final report would be prepared at that time. Once funding for Part 2 is available, then a revised draft of the report can be submitted, then a final report and all final deliverables for the entire township can be provided. This seems to be the most efficient way to divide the work between the two parts.

Your assumptions are correct for bullets 1, 2 and 3.

Bullet 4: All elements listed in Phase III of the bid must be submitted for Part 1, including a Final Report. It is expected that for Phase III of Part 2, just the survey structure information will be added to the Final Report prepared in Part 1.

Question: Providing a bid bond is not customary for professional services. Is this requirement fixed or can you consider waiving it?

Answer: A Bid Bond is a fixed requirement for Will County projects of this nature; therefore, we cannot waive this request.