



FACILITY ASSESSMENT

RFQ (2016-032)

SALEM, NH

ADDENDUM NO.1

December 19, 2016

This Addendum modifies the Request for Qualifications for the Facility Assessment project. The items set forth herein, whether of omission, addition, substitution or clarification, are all to be included in and shall form part of the proposed work and Proposals submitted to the Town of Salem, New Hampshire. Inclusion of this Addendum shall be acknowledged in the Consultant Proposal. Failure to acknowledge any and all addenda may be cause for rejection of the bid by the Owner on the grounds that it is not responsive.

The following changes and information are hereby incorporated into the Request for Qualifications:

Item 1

No changes have been made to the submittal due date and time. Proposals **must be received no later than Thursday, December 22, 2016 before 11:00 a.m.** to be eligible for consideration by the Town.

Item 2

Questions received during the bidding period and answers provided:

Q1: I understand we have missed the Q/A deadline, but was wondering if there was a question posed, and any clarification given, on whether the New Hampshire PE/RA license requirement is with respect to the company as a whole, or specific to having someone on the team with these credentials. Any information would be most helpful.

A1: *In accordance with state law (RSA 310), the work must be completed under the direction of a licensed Professional Engineer or Architect, therefore they will need to be a member of the team. They can have subordinates working under them, but they will need to be in responsible charge of the work and seal (stamp) work products.*

Q2: Will you please confirm the types of Consultants required for the Facility Assessment:

- Architectural including Code review and Conditions Assessment
- Civil Engineering
- Structural Engineering
- MEP/FP Engineering
- Cost Estimating Consultant
- Or, at this stage would an architectural review be sufficient?

A2: *Proposers with capability to provide a full range of services will be most highly rated. An architectural review may be sufficient for an initial assessment, but subsequent investigations in one or more of the noted disciplines may be required.*

Q3: Page 4 Scope of Services – can you please clarify the following statement: “Design and reallocation of space will be reviewed as warranted to the department’s needs and mission” Is the Town asking that as part of the Facility Assessment a Space Programming and Space Planning/Space Layout be completed for the Town Hall and the DPW Department?

A3: *Yes, space programming and space planning/layout are to be included as part of the assessment.*

Q4: Page 4 Scope of Services – can you please clarify the following: “Evaluate all relative utility bills if applicable to ensure and provide cost saving measures.” Please confirm that the Town will make available current energy bills for this purpose?

A4: *Yes, the Town will provide copies of current energy bills to support the Consultant’s evaluation of potential cost saving measures.*

Q5: Page 5 Requirements for Application - can you please clarify the following statement: “9. Standard fee schedule and payment terms”. We read this to mean that we will only need to provide a schedule of our hourly rates. We want to be sure that the Town isn’t looking for a fixed fee quote for the services outlined in the RFP?

A5: *This is a Quality Based Selection process. Only a schedule of rates is requested, no fixed fee quote is required.*

Q6: Information for existing facilities: Are there existing Site Plans/Site Surveys and Existing Building Plans for the Town Hall and the DPW facilities?

A6: *Available historic plans will be provided to the selected consultant. However, they may not accurately reflect current conditions, due to changes that have occurred over time.*

[End of Addendum No. 1]