

**Request for Qualifications
Pine Grove Cemetery Master Plan
Town of Salem, NH
December 2017
RFQ (2017-031)**

ADDENDUM No. 2

QUESTIONS: *Answers in bold italic*

December 18, 2017:

QUESTION: What is the issue date of RFQ?

The RFQ was issued this December. The November 2017 on cover is incorrect.

January 4, 2018:

QUESTIONS:

1. Perhaps the Town of Salem would post a separate and distinct RFP to conduct and implement the Town of Salem's approved findings, based on the data provided by the Feasibility Study.

This is a qualifications based decision. We want to utilize a vendor we believe can help us maximize the land we have left and expand the cemetery in the most feasible manner.

Further:

Section 7: Negotiation & Informalities

1. *The Town reserves the right to negotiate with the selected CONSULTANT regarding variation to the original RFQ, Contract, Scope, and moreover Cost to be in the best interest of the Town to do so.*

2. Work is noted to commence in February 2018 and deliverables expected by July 2018. Please clarify the expectation that the master plan process (including analysis, programming, fiscal evaluation, public comment, Town review and final master plan report and drawings) as well as the identification, delineation and development of construction documents for a Phase 1 project (including bid drawings and specifications) is to be completed in 6 months. Depending upon the actual scope of the Phase 1 project, this is seemingly a very aggressive schedule.

The Town expects at a minimum to have conceptual plans to BOS by July 2018

3. Is master plan work limited to the development of the 'Areas of Interest' as shown on the site plan included in the RFQ, or is evaluation/assessment and recommendations for the entire cemetery required?

No – However the Areas of Interest are the focus for the conceptual plans in answer above

4. In addition to evaluating the return on investment for proposed burial improvements, is there to be any evaluation of potential alternative revenue streams that may help support the cemetery (i.e. non-profit 'friends groups', paid cemetery tours, art/botany classes/walks, etc.)?

No – Not at this time

5. It is our understanding that the extent of construction in Phase 1 is currently undetermined, and that this will be defined during the master plan process. As proposals for design and engineering services can vary widely depending on what will be included in Phase 1, please clarify anticipated extent of Phase 1 work if possible. For example the scope/fees associated with a Phase 1 encompassing a burial field, grading and landscaping is drastically different from the scope/fees associated with a Phase 1 encompassing new road construction, columbarium construction, grading, drainage and landscaping, etc.

We would expect mostly concepts/design, research, engineering, and perhaps preparation for some of the actual construction. Construction costs would be estimates and established for future budget proposals.

6. Landscape design is noted to be by a "licensed architect". Is a licensed landscape architect and/or engineer acceptable? Similarly, if all construction drawing will be stamped by a licensed professional in the state of NH, must the landscape designer specifically be licensed in NH or are other nearby state licenses acceptable?

You would be responsible for submitting the most qualified team. A Licensed PE in NH is preferred. The Landscape Architect licensed in NH is not imperative.

7. Are required monthly project reports acceptable in memo form (covering summary of work completed, % complete and upcoming plans with project schedule attached) acceptable or is something in greater detail expected?

Yes

8. Please define extent of 'public input' as part of the master plan process. Are public meetings anticipated? Will there be a public comment period? Is there an anticipation that the consultant will need to provide assistance with the master plan adoption process? The exact scope of this item will impact fees and schedule.

At a minimum presentations and final report to BOS would be required. There could be a smaller public meeting with vested parties.

9. The RFP states that in conjunction with survey work, wetlands were delineated. Have the wetland boundaries been formally confirmed with appropriate state agencies?

Yes

10. Is irrigation design anticipated for the Phase 1 work?

Only if approved at conceptual

11. Are bid phase services to be included in the proposal?

If the budget allows however as this is an RFQ the chosen consultant would be used at some point for bid phase services.

12. Are construction phase services to be included in the proposal? If yes, what level of services are required?

Construction phase services would be expected to come later

13. This appears to be a Request for Qualifications yet you ask for a fee proposal. Can you clarify if this is actually a Request for Proposal?

This is not an RFP. This is an RFQ. Your focus should be on submitting the most qualified and experienced team that could meet the scopes of this request. The fee proposal would be opened for the chosen consultant only and used as guide to establish a benchmark for negotiations.

14. The project is called Pine Grove Cemetery Master Plan however the RFQ mentions Construction Documents are required. Can you please clarify if only a Master Plan is required at this time?

Please meet the scope.

Again per Section 7: Negotiation & Informalities

1. *The Town reserves the right to negotiate with the selected CONSULTANT regarding variation to the original RFQ, Contract, Scope, and moreover Cost to be in the best interest of the Town to do so.*
15. If we do not currently have a License to practice Landscape Architecture in New Hampshire but we have CLARB certification and can readily get a New Hampshire License prior to signing the contract, would that be allowable or would we be disqualified?

A Licensed PE in NH is preferred. The Landscape Architect licensed in NH is not imperative.

16. Is there a not to exceed fee for this project?

No - We already have some funding set aside. The fee proposal would be opened for the chosen consultant only and used as guide to establish a benchmark for negotiations

17. Can the due date be extended one week due to the upcoming severe weather event?

No – It is our priority to have an agreement/contract in place by JAN 17, 2018.

18. Are Licensed Landscape Architects considered equivalent to Professional Engineers for this project? We have done quite a bit of Cemetery projects, but sometimes have Engineers as subconsultants.

No. You would be responsible for submitting the most qualified team which I surmise would include subconsultants.