

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**Certified Energy Commissioning Professional  
(CECP) Services**

**ADDENDUM NO. 1**

May 2, 2018

**CHANGES, CORRECTIONS AND CLARIFICATIONS**

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 1) MUST BE ACKNOWLEDGED IN YOUR COVER LETTER.

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**ITEM 1: ANSWERS TO POSED QUESTIONS**

- 1) Will the City provide the gross area of the buildings included in the RFP?

<b>Facility</b>	<b>Address</b>	<b>Building Sqft</b>
Waltham City Hall	610 Main Street	15,848
Senior Center	494 Main Street	13,984
Government Center	119 School Street	42,756
Waltham Community and Cultural Center	510 Moody Street	65,023
Waltham Public Library	735 Main Street	25,266
Fitzgerald Elementary School	138 Beal Road	72,186
Kennedy Middle School	655 Lexington Street	166,316
Northeast Elementary School	Putney Lane	98,976
McDevitt Middle School	55 School Street	138,971
Whittemore Elementary School	30 Parmenter Road	79,818

- 2) What is the expected schedule for implementation of the services of each task?
- a. 90 days
- 3) Is it expected that the CECP services include stamping of design drawings by a professional engineer?

- a. No
- 4) Will equipment schedules, and/or existing mechanical drawings for each of the buildings be available for viewing?
  - a. All documents available to the city for these locations will be made available to the Selected vendor
- 5) In order for us to provide accurate fees, do we have access to any drawings or equipment lists for Waltham City Hall, Senior Center, Government Center, Waltham Community and Cultural Center, Library, Fitzgerald ES, Kennedy MS, Northeast ES, McDevitt MS or Whitmore ES? If not, can you provide me with the square footage for each building?
  - a. See answer number 1 above
- 6) Please confirm Article 4 Task 1, 2 and 3 only relate to HVAC commissioning.
  - a. Yes. Also DHW generation
- 7) Does 4.1 Task 1 require an assessment of the current control operations and HVAC equipment operation or have the design documents already started?
  - a. The bidder will have to assess the current controls operation and HVAC equipment operation. No design documents have been started.
- 8) What is the expected duration and completion date for Article 4 Task 1, Task 2 and Task 3?
  - a. See Question and answer number 2
- 9) What is the term of the contract and extension if any?
  - a. This contract may be extended for a total of 3 years
- 10) Would only one "House Architect" contract be awarded? Or is the intention of the City to have various on-call architects?
  - a. One contract will be awarded
- 11) Should other consultants be included with the response, i.e. structural engineers? Or is the intention of the City to hire an Architect only?
  - a. A MEP engineer maybe required to develop and Design Build Documents for control work (TASK 1).

**End of Addendum 1**