

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**DESIGN SERVICES for Logan Park, McKenna Playground,  
Prospect Terrace and Prospect Hill Parks**

**ADDENDUM NO. 1**

December 8, 2011

**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 ENTERED IN THE APPROPRIATE SPACE PROVIDED AT THE END OF THE PRICE SHEET.

**ITEM NO.: 1    ANSWERS TO POSED QUESTIONS**

**Q1a.** Is the \$31,500 design budget of CDBG funds and the \$283,500 construction budget the full extent of the project budget for all four sites? Are additional City funds possibly available? The proposed scope of construction improvements seems extensive given the project budget.

**A1a.** The funding for construction is all we currently have at the moment and potential for additional funding is however still a possibility but not likely.

**Q1b.** Is Prospect Hill Park's Part B included in the CDBG figures? The descriptions seem to imply that the PHP Part B project will have a separate funding source from the City itself. What is the anticipated construction and design budget for Part B, if it is not part of the \$283,500?

**A1b.** PHP Part B of the project will have separate funding and is NOT included in the CDBG figures. As it stands there is approximately \$170,000.00 for the entire scope in the Part B of PHP.

**Q2.** In the Scope of Work Outline, Task 1 includes obtaining surveys for each of the project

sites. Is that cost to be borne by the Consultant as part of the total Design Fee? Does the City have any base map information that will be made available to the Consultant?

**A2.** The City does have base maps for survey work recently completed at Logan Park and McKenna Playground. The project at Prospect Terrace may require an updated Survey, there may also be a survey available through our Housing Authority, however if one is required it will fall under the responsibility of the Design Service fee \$31,500.

**Q3.** Task 3 discusses the Consultant's role in conducting neighborhood-outreach meetings. Should we assume that the City will schedule and publicize the meetings and obtain the space for them, and the Consultant will facilitate the meetings? How many meetings will be required for each site?

**A3.** That is correct. The role of the consultant is to be present and address questions from the public.

**Q4.** Task 6, Construction Inspections/Oversight, requests at least one site visit per week. Is the intent to have one construction contractor perform the work on all four sites, or will they be bid and constructed separately? Should we assume one visit per project per week, or one visit total?

**A4.** The four locations will be bid as one RFB. One contractor will be selected for all sites. The consultant is expected to make one visit per week per site

**Q5.** Is the Project Briefing Session on 12/21/11 mandatory for interested bidders?

**A5.** No it is not mandatory.

**Q6.** Our firm is a Limited Liability Corporation; therefore, a Certificate of Vote of Authorization is not applicable (there is no Board of Directors, Corporate Seal, etc.) Does the City have a preferred means for us to indicate this in our response?

**A6.** Please list the corporate officers of the LLC

**Q7.** Should we use two copies of the Price Form to address the four CDBG parcels, and the Part B of Prospect Hill Park?

**A7.** The allocation of the fee to the Grant Vs Part B is at this point irrelevant. The respondent should propose the best fee for this work. The City along with the Selected Designer will then determine the breakdown of the fee.

**Q8.** The cost of an additional 25 sets of plans and specifications: we assume these are to be bond-paper copies, not mylar copies, correct? Also, the cost of these sets could vary greatly depending on the number of pages, etc. Would unit prices be acceptable (ie, rate per sq. foot of drawings, rate per page of specifications) in lieu of a fixed price?

**A8.** Rate per page is acceptable

**Q9.** The Instructions for Bidders, under item 8, mention Bid Deposits. Is a bid deposit requested for this proposal?

**A9.** the City will wave the Bid deposit

**Q10.** Should we assume that, having received this RFP, we are on the Active Bid List, and must therefore per item 15 submit a proposal or a No Bid response in order to remain on the list

**A10.** That is correct.

**END OF ADDENDUM 1**