

REQUEST FOR QUALIFICATIONS (RFQ)
Middleton Golf Course
105 South Main Street, Middleton,
MA 01949
Town Administrator
Town of Middleton, MA

Addendum #2
May 1, 2019

This Addendum #2 addresses questions raised since the release of the Request for Qualifications (RFQ).

- Q. Page 13 of the RFQ, in the last sentence under the Contract terms and conditions section, states, "Unless otherwise noted by the Town in this RFQ, the terms and conditions contained therein are NOT negotiable." Page 10 of the RFQ, in the first sentence of the last paragraph, states, "Prior to negotiating a contract with the top-ranked designer..." Please clarify if the Town will allow the consultant to negotiate contract terms (as provided in Attachment A of the RFQ) for this specific contract if awarded?
- A. As noted on page 13, *Contract Terms and Conditions*, paragraph 2, bidders should review the sample contract included as Attachment A. We believe the language is clear.
- Q. Please clarify if boundary survey, topographic survey, and utility survey are all required.
- A. The Town has retained the services of a surveyor to prepare a boundary survey for purposes of conveyance. Topographic and existing utility survey is required.
- Q. What level of detail is required for the Fire Station program and conceptual design? Is a detailed program with room data sheets required? What level of design is required for the other buildings?
- A. Firms are directed to page 5-7, II Scope of Services. The selected firm will be required to provide sufficient detail to justify building footprints for each building.
- Q. What level of detail is required for the construction cost estimates for the Fire Station and other buildings?
- A. The selected firm will be required to provide sufficient detail to justify construction cost estimates for each building.
- Q. Can the time for receipt of qualifications be moved to noon in order to accommodate UPS and FedEx?
- A. See Addendum #1 issued April 24, 2019.

- Q. Article 16 of Attachment A references minority-owned business (MBE) and women-owned business (WBE) participation. Please clarify the Town's position on MBE-WBE participation.
- A. Article 16 requires MBE-WBE participation if funding for the project is provided by the Commonwealth of Massachusetts. The Town does not anticipate using Commonwealth funds; all funding is expected to be from local funds.
- Q. Do teams need to include Conservation Commission presentations and approvals in the scope of services?
- A. Wetland delineation is required under section II.4.j on page 6. Firms should determine the most appropriate way to obtain Conservation Commission concurrence of jurisdictional wetlands boundaries.
- Q. Is a wetland consultant required or recommended?
- A. Wetland delineation is required under section II.4.j on page 6. Firms should determine the most appropriate way to obtain Conservation Commission concurrence of jurisdictional wetlands boundaries.
- Q. What degree of detail is required for survey, particularly wetland?
- A. Firms are advised to refer to the professional standards governing wetlands scientists, land surveyors, and similar professionals.
- Q. Is the required traffic study assumed to be general or shall it include counts and other highly detailed information?
- A. A traffic study is required under section II.4.i. The selected firm will be required to provide sufficient detail to justify its approach to the traffic study.
- Q. Please clarify what geotechnical reports will be provided by the Town and which are the responsibility of the designer.
- A. The Town has not obtained geotechnical reports for the property. Firms are advised to seek out this data or plan to capture same as part of the scope of work.

As part of its due diligence, the Town retained the services of professionals to determine the presence of environmental contamination on the site. Phase I Environmental Site Assessment and Phase II Environmental Investigation were prepared. Both reports will be posted to the Town's project website on May 2, 2019 at <https://middletonma.gov/542/3214/Municipal-Facilities-Complex-Information>

All other dates, provisions, and requirements of the RFP remain unchanged.

END OF ADDENDUM #2