

September 23, 2019



Bid #2020-02

Design Build Advisory Services –  
Potential Senior & Community Center  
**Addendum #3**

**Q:** Page 3 (last bullet item of 2. Qualifications), Please clarify the information requested for “proposer must have a business continuity plan”

**A:** Business continuity planning (BCP) is the process involved in creating a system of prevention and recovery from potential threats to a company. The plan ensures that personnel and assets are protected and are able to function quickly in the event of a disaster.

Bidders must have such a plan in place.

**Q:** Will the firm(s) selected for this project be allowed to pursue the phase 2 Design-build work?

**A:** Yes

**Q:** Is the Town considering an owner’s project manager/representative for this project?

**A:** No – the Public Building Commission will act as the owner’s representative for this project.

**Q:** The Proposal Form includes a price for PHASE II - Design-Build Bid Package. Is there a budget on which to base this fee?

**A:** No

**Q:** Without completing Phase I and knowing the costs of the project, what should bidders base their fee upon in order to receive comparative proposals to judge equally?

**A:** The bidders should base their fee on the design needed to meet the Statements of Need in the RFP, as well as the RFP scope.

**Q:** Section 3.2.a of the RFP describes the intent of the Phase II Design-Build Package:  
“The Consultant shall utilize the approved schematic design documents to prepare finished drawings, project manual, and specifications in sufficient detail to permit design-build firms to bid in open competition for the project.”

It appears the RFP is describing Bridging Documents. Can the Town provide more definition, or an accepted industry standard which all bidders can comply with in order to receive comparative proposals to judge equally?

**A:** The bidders should be prepared to produce a 50% Design Development package for the Design-Build bid documents.

**Q:** Section 7 of the RFP lists the key dates with Questions due from Vendors on September 27, 2019 and the RFP Open Date of October 3, 2019. When will an addendum with answers to all of the bidder's questions be issued?

**A:** Addendums are continually posted to the website as questions come in. If questions still come in on September 27, 2019 then the last addendum will be posted to the website September 30, 2019.

**Q:** Regarding RFP 2020-02, will the architect who completes Schematic Design be eligible to be on the design-build team?

**A:** Yes

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