



## Addendum #1

### Facilities Master Plan - RFP#2022-002

This Addendum forms part of and modifies the Request for Proposals (RFP) for Facilities Master Plan for the Town of Newmarket, NH. The items set forth herein, whether by omission, addition, subtraction or clarification, are all to be included in and shall for part of the proposed work and Proposals submitted to the Town of Newmarket, NH. No changes are being made to the RFP submittal deadline as a part of this Addendum.

### General

A mandatory pre-proposal meeting was held on Wednesday, October 12, 2022 @ 10:00am at Town Hall. The pre-proposal meeting sign-in sheet is attached to this Addendum.

### Clarifications and Changes

Proposers are advised of the following clarifications and changes generated by questions regarding the published RFP. Answers are provided in *italics* and **BOLD** print under each question.

1. Question: Item 4, Page 3 – Confirming that effort for this item is to provide professional opinion on the potential future use of Town facilities by other potential users?  
  
***Response: That is correct.***
2. Question: Item 7, Page 3 – Confirming that effort for this item is to provide professional opinion on the potential cost benefit of proposed improvements, additions, renovations?  
  
***Response: That is correct.***
3. Question: Fee Proposal, Page 5 – Hourly rates: Are they required for the primary firm as well as all team consultants? Also, is the Town willing to postpone the actual fee proposals until the interview and selection of the most qualified team, and then negotiate a more detailed fee that will be mutually agreeable?

***Response: Yes, proposals should include a rate table outlining hourly rates and expenses for the primary firm as well as team consultants. Actual fee proposals are not required as part of the submittal. The Town will negotiate the project scope and associated fee with the selected firm after award.***

4. Question: Town Buildings which will be a part of the Study – Please clarify the scope of A/E services at each location.

***Response: Conditions assessment, programming, planning, concept design, conceptual cost estimates for all buildings listed in the RFP.***

5. Question: Are floor plans or CAD drawings available for each building and if so, can these be provided for review?

***Response: The Town has record drawings for some of the buildings. Record drawings include floor plans, site plans, and some building system plans for Town Hall, Public Works/Fire Department, and Police Department. Town files include site plans for the Community Center and Public Library, but no plans for the building interiors. Record drawings are available in hard copy format only and can be viewed by appointment at the Department of Public Works, 4 Young Lane, Newmarket, NH.***

6. Question: Does the town have access to a town base CAD plan which shows utilities, buildings, and property demarcation, and other information? If so, can this be provided?

***Response: The Town does not have town-wide CAD plans. The Town has GIS data for water and sewer utilities, parcels, and roads. Town maps are available in hard copy format and can be viewed by appointment at the Department of Public Works, 4 Young Lane, Newmarket, NH.***

7. Question: Depending on the availability of existing conditions drawings, the scope of work may require the selected team to complete existing conditions drawings for some or all of the buildings. Should production of existing conditions drawings be assumed in the proposed scope of work?

***Response: Yes, production of existing conditions drawings for some of the buildings should be assumed in the proposed scope of work. These existing conditions drawings can be very basic in nature showing general floor plans, dimensions of spaces, and layout of departments with minimal detail. Not 3D scanning of buildings or exterior site surveys are expected.***

**RFP#2022-002 – FACILITIES MASTER PLAN  
MANDATORY PRE-PROPOSAL MEETING  
SIGN-IN SHEET**

<b>Owner:</b>	Town of Newmarket	<b>Meeting Date:</b>	10/12/2022 @ 10:00am
<b>Facilitator:</b>	Lyndsay Butler, PE – Town Engineer	<b>Place/Room:</b>	Town Hall/Council Chambers

[illegible]