

Boxford Senior Center  
Boxford, MA

Request for Qualifications  
Design Services for the  
Community/Senior Center Project

## ADDENDUM No. 1

December 30, 2019

The attention of applicants submitting proposals for the subject project, as noted above, is called to the following addendum to the Request for Qualifications. The items forth herein, whether omissions, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

This addendum consists of two (2) pages, including this one.

### Questions/Clarifications:

- 1) In the RFQ, the due date for proposals is listed as Jan 29, but the Central Register advertises the due date as Jan 20. Which date is correct? **Answer: Proposals are due on January 29, 2020 by 2:00pm.**
- 2) In the “Scope of Services” Item 4, Phase 1 SD through Bidding and Phase 2 includes CA. Is the Town considering not continuing with the selected Designer for the CA phase, or is the intent of this phasing to set up a different fee structure for CA services? **Answer: The Town will need secure funding for design and construction beyond Phase I. A fee for phase II will be negotiated at that point.**
- 3) In the “Time, Schedule and Compensation” Item 5, the next to last paragraph notes that if the Designer successfully completes “Schematic Design/Pre-Design Development,” then the Awarding Authority may continue with subsequent phases. This comment seems to imply that the SD phase is the first phase. Can you please clarify? **Answer: The project phases are as stipulated on pages 4 through 6 of the RFQ.**
- 4) In the second bulleted point of “Experience” Item 6, successful completion of the MCPPO program is stated as a requirement. As you know, this certification is mandatory for Designers of public schools in MA, but optional for other publicly funded projects. Our firm has extensive MGL Ch 149 project experience and we began our public work via a training in public construction that we took prior to the certification program. Our public projects are primarily in the area of historic rehabilitations of municipal buildings for community use, but we do not have the MCCPO certification. The next round of classes are not offered until February, beginning with the PCO prerequisite class (Feb 2-4) followed by the DCC class (Feb 25-27), so it is not possible for us to be “qualified” for your project prior to the RFQ submission. This project is very similar the majority of our work and we are very well versed in MGL Ch 149 requirement, so please clarify if this requirement was truly intended to be mandatory for this project. **Answer: MCPPO certification is NOT required but preferred.**

5) We are reviewing the RFQ for the Center at 10 Elm. Is there a specific percentage of WBE/MBE participation you require? **Answer: At this time, the Town does not have a specific percentage to stipulate. MBE/WBE participation is encouraged but not mandatory.**

**ATTENTION APPLICANTS:** Please acknowledge this Addendum (1) in your proposal cover letter.

END