



Roxann Wedegartner  
Mayor

City of  
**GREENFIELD, MASSACHUSETTS**

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**Purchasing and Procurement**

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Philip Wartel  
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**20-14 RFQ Designer Services for Fire Station**

**ADDENDUM #2**

DATE: April 9, 2020

THE ORIGINAL SPECIFICATIONS DATED March 25, 2020 FOR THE ABOVE-NOTED PROJECT ARE AMENDED AS NOTED IN THE ADDENDUM #2

THIS ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE CONTRACT DOCUMENTS AND IS HEREBY MADE PART OF THE CONTRACT DRAWINGS AND SPECIFICATIONS TO THE SAME EXTENT AS THOUGH IT WAS FULLY INCORPORATED THEREIN.

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**The purpose of Addendum #2 is to address questions submitted in writing to this office, which are restated and answered as follows:**

**Item #1**

**Via addendum one of March 25, I understand the proposals are to be submitted to the address in Marlborough, MA. Are physical copies still required to be shipped (along with electronic copy on flash drive) to this Marlborough address? Fundamentally, I am asking if the SOQ has not been limited to simply an electronic submission for safety reasons. Please confirm.**

- All submission requirements remain exactly the same regarding its due date and time, as well as required submission of hardcopy quantities and one electronic copy on a flash-drive to the Marlborough address.

**Item #2**

**The RFQ also asks that the proposal is valid for 90 days from date of submittal. We are comfortable with that, but wonder if an internal schedule has been established to review and begin the project. Please clarify if the project schedule has been impacted or the project is going to proceed as planned. Our staff is fully functional working remotely.**

- The intent is to begin review of all submissions beginning 4/20/20 with the goal of having a designer selected no later than 5/1/20.
- The project schedule has not yet been impacted by recent COVID-19 related restrictions, and will proceed as planned. We will conduct remote meetings using WebX as needed going forward.

**Item #3**

**Section VII, Criteria b: what type of documentation is being requested for “schematics?”**

- The intent is to submitters provide some schematic level documents – floor plans, exterior elevations, color renderings, etc. – of a few past projects. Please don’t include exhaustive system narratives or related materials; this is just to provide the building committee with an idea of the quality and type of work completed in the past.

**Item #4**

**Please include completed schedule page 6 regarding design and construction.**

**Design Schedule**

The designer schedule is anticipated to be as follows:

Temporary Pre-construction Relocation of Fire Station

- Selection of Temporary Site NLT 06/01/20
- Temporary Fire Program & Design 05/01/20– 06/01/20
- Procurement – To Be Determined
- Construction – To Be Determined

**MM/DD/YY**

- Program and Schematic Design Review: 05/01/20 – 06/01/20
- Project Design Development and Site Investigations: 07/01/20 – 02/01/21
- Construction Documents: 02/01/21 – 04/01/21
- Bidding: 04/01/21 – 05/15/21
- Construction 05/15/21 – 07/30/22
- Closeout 07/30/22 – 08/21/22

END OF ADDENDUM

**Please acknowledge this Addendum #2 on the FORM FOR RFQ**

