

**RFP#23-19**  
**Engineering & Design Services**  
**Rock Street Park Improvements**

**Addendum #1**  
**Issued: November 6, 2018**

This addendum forms part of the original document marked “**RFP#23-19 Engineering & Design Services Rock Street Park Improvements**”.

**RFP AMENDMENTS**

**1. Project Background**

**Paragraph 4 on page 1 under Project Background of the original RFP#23-19 document now includes the following Clarification:**

**CLARIFICATION:** The project area contains only the current park area/boundaries and not the entire parcel.

**2. Task 7: Final Design Plans and Specifications**

**Paragraph 5 under Task 7 of the original RFP#23-19 document has been changed to read as follows:**

The consultant shall submit original front end bidding document, construction plans, cost estimate, technical specifications and four (4) sets of bound plans and contract documents. All shall be submitted electronically and five (5) sets of printed drawings shall be provided to the City. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. ***[INSERT: It is possible that some designs may not require a PE stamp, however the City reserves the right to require a PE stamp and having a PE on the design team will assist consultant in making the appropriate determination.]*** The consultant shall also provide the City with a compact disk (CD) or digital versatile disk (DVD). Media shall be in a format compatible with AutoCAD or ESRI software (that is, DWG, DXF, shapefile, personal geodatabase, or ARC/INFO export format E00), with layout in accordance with City designated standards. Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

**ROCK STREET PARK PRE-PROPOSAL MEETING NOTES AND QUESTIONS**  
**NOVEMBER 5, 2018 AT 2:00 P.M., 680 PEVERLY HILL ROAD**

Welcome and Staff Introductions

- Elise Annunziata, Community Development Coordinator
- Corin Hollowell, Parks and Greenery Foreman III
- David Moore, Assistant City Manager

RFP process summary

- Pre-proposal meeting today to answer questions and provide additional information

- Addendum will be posted with responses to questions – *will be within 1-2 days of this meeting; however if additional addenda are required, it is the proposers responsibility to check the City's website.*
- Proposal are due by 2:00 p.m. November 13
- The proposals will be ranked according to selection criteria, which is described in RFP. The City may select the highest ranking proposer to negotiate final scope of services and fee, or the City may select up to 3 firms to interview.
- Project is funded in part by a U.S. Department of Housing and Urban Development Community Development Block Grant and project work must be completed in accordance with all applicable statutes, laws and regulations → this includes Davis Bacon wage rates and National Environmental Policy Act (NEPA) reviews.

#### Project Background and Scope

- Rock Street Park is a small City-owned park, located at Rock Street and bounded by Sudbury and Brewster Streets. The City's Public Works Department maintains the park. In addition to the effects of the passage of time and wear and tear on the facility, the completion of the new parking garage and adjacent roadway work present an ideal time to ensure that park improvements meet the needs of the immediate neighborhood for the next several years. The existing park includes a half-court basketball surface, seating area, a wooden playground equipment and small stage dating from the last park renovation and lit granite retaining walls along a stone dust path.
- Public input will be critical – scope includes two (2) community meetings.
- Completion date is March 10, 2019, including construction bid package completion → anticipate early spring construction bid for summer 2019 construction.

#### Questions and Answers

1. As noted in the RFP, the City will provide vector and orthographic data. Given that the preparation of design plans (and permits) is part of the scope, should we assume that a topographic survey should be included as part of Task 1 and in preparation of Tasks 7 and 9? ***A topographic survey should be included as part of Task 1 and in preparation of Tasks 7 and 9.***
2. The RFP notes that the project is funded by CDBG program which is administered by the Community Development Department. Is it safe to assume that the City will provide standard front end general specifications that can be updated as required for the project? ***The City will provide standard front end general specifications that can be updated as required for the project.***
3. What local regulatory reviews are anticipated for this type of project? Could you please clarify whether there are Planning Board or any specific committee reviews that should be included in the scope of services? ***One meeting with the Trees and Greenery Committee is anticipated for local permitting requirements.***

4. Is the neighborhood park improvement going to be completely dependent on neighborhood input? **All final design decisions rest with the City Manager; however with all City neighborhood projects, the improvement plan is a product of community input as well as that of designer and City staff.**
5. Re: Task 12 – is Construction Layout going to be included in the final contract? **City is asking for proposal price for this tasks; however it reserves the right to not include Construction Layout in the final scope of work.**
6. Will an archeologist be required? **It will depend upon whether a compliance issue is triggered by NEPA and the Environmental Statutory Checklist. If compliance is triggered, this is outside of the scope of the current RFP.**
7. Are price/fees and design proposal requested to be submitted separately? **No.**
8. Clarify project limit of work. **The limit of work is only the area of the current park footprint, not the entire parcel.**
9. Will as-built drawings for Foundry Place Garage be available? **The as-built drawings for Foundry Place Garage will not be available prior to the RFP deadline. Please refer to the Existing Conditions GIS map that was included in the RFP.**
10. Is the timeline for completion set as stated in the RFP? **Yes, if after selection there is a reasonable and justifiable reason for extending the completion date, the City will consider it. For grant funding and other considerations, it is important to work on the timeline for summer 2019 construction start.**
11. Is there demographic information for the neighborhood? **Not available through the City; however the neighborhood is in a census block group where at least 51% of residents earn low to moderate household incomes as defined by U.S. Department of Housing and Urban Development.**
12. Is there an existing budget estimate for design and engineering and for construction? **No budget estimate for either.**
13. Please provide information about calling out a specific Abutters Meeting in the RFP in addition to the two (2) community meetings. **The City believes that it will be most useful and efficient to have a targeted one-on-one meeting with the very small number of direct park abutters to discuss specific concerns related to the park edges (fences, trees, etc.).**
14. Will the City accept a professional landscape architect stamp on the landscape plans and drawings, or must those landscape plans and drawings also go through professional engineer (PE) review for a PE stamp? **It is possible that some designs may not require a PE stamp; however, the City reserves the right to require a PE stamp and having a PE on the design team will assist consultant in making the appropriate determination.**
15. Was Rock Street Park a park prior to the work in the late 1990s? **Yes. There is no ready information about how long the Park has been a park.**

16. Are there drawings from the 1998/99 landscape improvements? ***Yes, this information has been posted in the "additional information" section on the City's Bids and Proposals webpage for this RFP (RFP #23-19).***
  
17. Does the City anticipate a Phase I environmental review? ***It will depend upon whether a compliance issue is triggered by NEPA and the Environmental Statutory Checklist. If compliance is triggered, a Phase 1 Environmental Assessment is outside of the scope of the current RFP.***
  
18. Do you anticipate or has it been indicated to the City that this work will be considered cumulative impact from the work on the parking garage as it pertains to the necessity for Alteration of Terrain approval? ***No, the two projects are not related and thus there will be no consideration of cumulative impact from the work on the parking garage.***

All else remains unchanged.

Acknowledge this addendum within your proposal. Failure to do so may subject proposer to disqualification.

End of Addendum #1