

**City of Portsmouth, New Hampshire
Public Works Department**

**REQUEST FOR PROPOSALS #31-15
for
Portsmouth City Hall Programmatic Needs Evaluation**

Addendum #1

March 31, 2015

This Addendum forms part of the original document marked: RFP #31-15 Portsmouth City Hall Programmatic Needs Evaluation.

The following question has been asked and answered:

1. Q. Please quantify the potential number of “building acquisition options” you expect and if so what are the nature and scope of services you anticipate from the selected team for these acquisitions?

A. The City has no particular expectations for building acquisition options, but will consider the option after surveys are complete.

Delete the first sentence in SCOPE OF SERVICE, Phase 2, Paragraph 3.

Replace with: Provide feasibility alternatives for existing building renovations and additions that satisfy the programmatic needs analysis. Make recommendations for staff relocation outside of the existing complex that better suit programmatic needs and significantly improve efficiencies. Including approximate generic square foot costs that compare renovation to new construction where necessary.

2. Q. Please confirm the relevant documents which will be provided to the selected firm by the City of Portsmouth (in addition to Exhibits A and B that were provided already):

A. Existing building floor plans and elevations can be accessed at the City’s drop box:

https://www.dropbox.com/sh/4qub46polr6y76v/AACl0mIRiv-fSy_6T_0GjJfja?dl=0

3. Q. Meetings and Presentations: At the pre-proposal conference you mentioned the need to submit to, and meet with the City of Portsmouth Historic / Land Use boards; how many meetings do you anticipate as a part of this study? Also, are there a number of meetings with the City Council to present the space program and potential alternatives. Please clarify.

A. Anticipate attending six meetings. Indicate a cost per meeting for additional meetings.

4. Q. There are the 19 departments specified in the RFP to be interviewed. How many additional departments or non-profit organizations are to be included in the interview and planning process?

- A. The 19 departments cited are the extent of interviews required. Some may be consolidated after a Consultant is selected. For example, The Mayor and City Council on this list will be combined prior to developing surveys.
5. Q. In Phase 1 it is requested that data be collected from each department using a "Department Questionnaire". Is this a questionnaire form that exists produced by the City Hall and if it is, can the city post a copy of it.
- A. It is anticipated that the Proposer generate the questionnaire to be approved by the City.
6. Q. In Phase 2 the planners are to assess the adequacy of the facility layout based on "departmental missions, goals, and standards". Do those missions, goals, and standards exist now or will they be developed as the evaluations are developed. If they exist now can they be posted and made available?
- A. The missions, goals and standards will be developed by the proposer from interviews with the staff of the various departments.
7. Q. Are the feasibility level of budgets in Phase 2 generally to be based on appropriate square foot costs; and generally what items are to be included in the budget numbers (i.e. building costs, site development costs, FFE costs, phasing and temporary facilities, new land acquisition, hazardous material abatements, other items)?
- A. Provide a budget for renovations and/or additions to the existing building which include design, general conditions for an occupied building, removal of known hazardous materials, commissioning and construction. For comparison, if relocation is recommended, provide a generic square foot cost for new construction that includes the same building requirements. Do not include land acquisition costs, FFE.

Please acknowledge this addendum within your proposal, failure to do so may subject a proposer to disqualification.

End of Addendum #1