

CITY OF PORTSMOUTH
Department of Public Works

ADDENDUM #1

THIS ADDENDUM FORMS PART OF THE ORIGINAL DOCUMENT MARKED:

REQUEST FOR PROPOSALS #08-08

For consultants pre qualified through RFQ # 08-08. Please acknowledge receipt of this Addendum with your proposal.

Pre-Proposal Meeting and subsequent questions

November 19, 2007

FOLLOWING ARE THE QUESTIONS RECEIVED FROM PRE-SELECTED FIRMS IN ATTENDANCE:

1. **Earlier work by Team Design shows the limits of their study at the Parrott Ave site to be the existing Middle School property and the adjacent ball field. What area is to be considered in this Project?**
 - A. The areas considered for expansion of the Middle School are shown on the aerial photo Attachment II issued with the original Request for Qualifications.
2. **Does the City own Rogers Street which runs adjacent to the Middle School building?**
 - A. Rogers Street is a public way. The City does not otherwise know whether the fee interest is held by the City.
3. **What is the status of the adjacent ball field?**
 - A. The ball field property was given to the City with a deed restriction that it be used for a park and nothing else.
4. **In the RFP, SCOPE OF SERVICES, paragraph 3B, the City requires that the consultant provide adequate design information and details to obtain all applicable City, State, and Federal Permits. This cannot be accomplished in the Schematic design phase. Will the City clarify this requirement?**
 - A. Please change paragraph 3B to read:
“The consultant will provide adequate design information and details to identify all applicable City, State, and Federal Permits required for their Proposal”.
5. **Conflicting numbers are presented regarding the number of students to plan for in the Building Program. What number of students should designers plan for?**
 - A. Designers should plan for 650 students.
6. **Does the City have drawings from the original construction and major renovations of the Middle School?**
 1. The City has floor plans from the 1963 and the 1975 construction, but none exist of the original 1930 building. These are available for viewing at Portsmouth City Hall by

contacting Dan Hartrey at 603-610-7299. Additional information is attached to this document thusly:

1. Proposed major renovation floor plans and narrative by Team Design.
2. Proposed minor renovations floor plans and narrative by Team Design.
3. A letter from the Portsmouth Deputy Fire Chief regarding Life and Safety issues in the existing building.
4. A letter from the State of NH Department of Education regarding waivers necessary for renovation at the existing site.
5. A letter from Steffenson Engineering regarding structural compliance to seismic requirements of the current Building Code.

7. What is the long term schedule for this Project?

A. As indicated in the City's Capital Improvement Plan, funding for this project will be available in fiscal year 2009 and 2010, commencing July 1, 2008.

8. How many dedicated parking spaces are required?

A. The State of NH will require approximately 100 dedicated parking spaces unless a waiver is obtained.

9. Who will comprise the Selection Committee?

A. Selection will be by City Educators and Construction Professionals.

10. What flexibility is there for relocation of students during construction?

A. The School Department wishes to avoid any relocation or split sessions.

END OF PRE PROPOSAL MEETING QUESTIONS

FOLLOWING ARE THE QUESTIONS RECEIVED FROM PRE-SELECTED FIRMS VIA EMAIL
AFTER THE PRE-PROPOSAL MEETING:

11. Please explain what value the fee proposals will be given in the ranking of firms. The RFP suggests that the selection ranking will be priced-based rather than qualifications based.

A. Following the review of proposals and interviews, the price proposals shall be opened. The Consultants may be re-ranked after evaluation of price. Price will not be the sole factor.

12. Please confirm that the Middle School feasibility study available on the city's website is the 2004 study by Team design.

A. The Middle School Feasibility Report by Team Design is available on the city's website in three parts:

6. Report of Findings
7. PMS Facility Analysis

8. PMS Building Analysis

13. **Is the Portsmouth School Department responsible for providing current enrollment data and projections or will the consultant be asked to do this work?**

A. The Portsmouth School Department will provide current enrollment data and projections.
14. **Please confirm that the Middle School Building Program that the consultant is expected to review and update in the program review phase is the program statement and educational space list that is in the Team Design Study.**

A. In addition to documents cited in the answer to Question 12 above, the Middle School Building Program to be reviewed and updated is contained in the Portsmouth Middle School Dialogue Database on the School Department's website.
15. **Given that the Team Design study was completed in 2004, can we assume that Programming Review and Refinement may include consideration of new and future educational needs that were not anticipated in the 2004 study?**

A. Only to such an extent that State and Federal requirements may have changed.
16. **Please confirm whether there are accurate plans of the existing buildings and sites or whether preparing or obtaining these must be included in our services and fee proposal.**

A. See question 6.
17. **Please clarify if you expect the independent estimator to be included in the design services and fee.**

A. Please include the cost of independent estimating in your scope of work.
18. **Please explain what you mean and expect by item 2F regarding "maximum reimbursement" and "waivers"?**

A. Pursuant to the State of NH Building Aid Program, the City intends to apply for maximum reimbursement from the State as defined by the State of New Hampshire Code of Administrative Rules, Part Ed 321. Information on the waiver process is outlined in Ed 321.30.
19. **Please clarify the requirements of Item 3B regarding obtaining all permits, since it would be unusual and unnecessary to do so at this early stage of a project.**

A. The consultant will identify all applicable City, State, and Federal Permits required for their proposal, not obtain them.
20. **Given all of the constraints being placed on the project, what is the intent or advantage of considering the feasibility of relocating the central offices to the middle school.**

A. The relocation of the central offices has been reconsidered and will not be pursued at this time. No action is required by Consultant.
21. **Does the city of Portsmouth have current traffic data for the streets surrounding and impacted by the MS site? If not, would this be the responsibility and cost of the design team?**

- A. Traffic studies done prior to the construction of the adjacent Public Library are available for viewing at Portsmouth City Hall by contacting Dan Hartrey at 603-610-7299.
22. Please provide a list of critical dates for local and state submittals, approvals or actions that will be part of this study process.
- A. The City must make its first application for assistance from the State of NH by December 31, 2008.
23. What existing documentation is available for the Portsmouth Middle School on Parrott Ave? Can this documentation be distributed prior to the RFP interviews so that we may assess its value while we try to assign scope to the Existing Facility Assessment?
- A. See Question 6.
24. Under the Schematic Design Scope Of Services section of the RFP, Item G you have noted that "Schematic Design will be considered complete, upon acceptance by the City of design and documentation completion." Please clarify what this "acceptance" entails and specifically who will deem the package acceptable and by what criteria.
- A. Schematic Design will be accepted upon approval of the City of Portsmouth School Board and the City Council. Note that the RFP paragraph 3A indicates that the design team will attend up to 10 public meetings Criteria for acceptance will be negotiated in the contract between the City and the Consultant.
25. Please clarify what permits the city expects to acquire during this schematic design phase, as schematic design does not generate enough information to acquire most permits.
- A. See Question 4.
26. Will this project follow the typical local permitting process or will the City consider special conditions to either facilitate or streamline the local permitting process?
- A. No permitting is required for this phase. See Question 4.
27. Will the City furnish a survey or title and deed research of the proposed properties shown in the RFQ, or should this be carried under the fee proposal?
- A. Survey, title and deed information on the School and adjacent ballfield property will be provided by the City. The consultant will provide survey, title and deed information on any additional properties impacted by the consultant's Proposal.
28. Will the project be required to go through the site planning review process typical in Portsmouth as facilitated by the Technical Advisory Committee?
- A. No permitting is required for this phase. See Question 4.
29. What type of format (PowerPoint or Boards) do you prefer and what amount of time will we have to present our qualifications for the project.
- A. The Consultant will be given up to 30 minutes for presentation in the format of their choice. The City will allow an additional 15 minutes for Q &A.

END OF QUESTIONS