

TOWN OF SUFFIELD, CONNECTICUT
 REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS
 FOR
 ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
 FOR A MUNICIPAL FACILITIES MASTER PLAN
 November 9, 2020

Questions received regarding the RFQ/P,

1. Is it acceptable to submit 50 double-sided pages for the response?

Answer – Yes, 50 double-sided pages for the response is fine.

2. Do you have Haz Mat reports for each building?

Answer – We have reporting for instances/buildings where abatement was done and can share that as needed.

- a) Do you have AHERA periodic reports or actual abatement logs/reports?

Answer – The schools have all AHERA reporting on site at each school and the central office.

- b) Do you expect us to do any haz mat testing to accurately estimate potential abatement capital costs?

Answer – No, the RFQ/P is asking for an account of probable hazardous materials abatement costs in proposed building renovations based upon facility age and code requirements.

3. Are there existing as-designed drawings available for all the Town properties that will be available to the successful Bidder?

Answer – The town has various sets of drawings for the high school, town hall annex, Fire Stations 1-3, McAlister Intermediate School, Middle School, Police Department, Senior Center, Spaulding Elementary School.

- a) Are each of the drawing sets complete (generally speaking)?

Answer – In general, the plans appear to be complete but not all of them.

4. You mention architectural and mechanical systems review but do not mention plumbing, electrical or lighting systems. Are these to be included?

Answer – Yes, plumbing, electrical, and lighting systems are to be included.

5. Are printed copies of the draft and final report to be included in our fees?

Answer – Electronic copies of the draft report are fine. Two hard copies in addition to the electronic version of the final report is acceptable.

- a) If so, how many of each version?

Answer – Draft report electronic only. Final report, two hard copies.

6. Do you prefer we interview the building users and stakeholders virtually or in person?
Answer – A combination of virtual and in-person interviews would be appropriate. Walking through each facility with someone familiar with the building is anticipated but virtually interviewing other stakeholders such as school administrators, Police and/or Fire personnel, and the First Selectman is reasonable given the COVID 19 pandemic.
7. Can you provide the approximate year(s) the buildings were constructed?
Answer – High School - 2001, Middle School - 1965, McAlister Intermediate – 1938, Spaulding Elementary – 1953. Police Department – 1987, Fire House 1 – 1961, Fire House 2 – 2004, Fire House 3 – 1984, Fire House 4 – 1975, Town Hall Annex – 1976, Senior Center – 1950 (Former church was renovated to Senior Center in 2009).
8. Are Auto CAD data files available for any of the buildings?
Answer –AutoCAD data is not available for the buildings.
9. There is no mention of site evaluations in the RFP, only buildings. Did you mean to exclude site, parking, roads, fields, playscapes, ballfields, septic or water systems from the study?
Answer – These elements of each site were not meant to be excluded, but our primary focus is intended to be the buildings.
10. There are two forms following the Price Proposal Form (Non-Collusive/Non-Conflict Affidavit; Suffield Ethics Acknowledgement/Commitment Form). Can we include these two forms with the Price Proposal Form in the sealed Price Proposal envelope? If not, where do they go in the proposal and do they count toward the 50-page limit.
Answer – Do not include these forms in the sealed price proposal envelope. They will not count toward the 50-page limit if included in the submittal.