

# Staples High School – Auditorium Rigging and Lighting Design – Addendum No. 1

**Original Issue Date: 1/30/2024**

## Changes to Request for Proposal

1.	<b>MODIFY</b>	None
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1.	<b>ADD</b>	None
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1.	<b>DELETE</b>	None
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## Proposal Questions

Question #1 In Section III E of the Introduction, it states the duration of scope is 10 weeks. Please confirm that this is for design and documentation and not for contractor to complete repairs.

**Response** **The reference to the 10 weeks is for the design and documentation scope of work.**

Question #2 In Section III E of the Introduction, it states that “deliverables of drawing and specifications are to be completed by” but does not provide a date or timeframe. Please clarify.

**Response** **The deliverables of drawings and specifications are to be completed by April 12, 2024.**

Question #3 In Section IV A of the Scope of Basic Services, it refers to the draft modified AIA B101-2017, Standard form of Agreement Between Owner and Architect, however this is not attached. Please provide. Furthermore, in lieu of the AIA B101-2017, can AIA C103-2015 Standard Form of Agreement Between Owner and Consultant be used if awarded firm is not an Architect?

**Response** **The AIA B101-2017 draft document is attached for reference and the AIA C103-2015 would be considered as an alternative by the town if necessary.**

Question #4 In Section IV A of the Scope of Basic Services, it states the project will be subject to Prevailing Wage Rates. Please confirm this is for the construction/repairs, not the professional services design work.

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**Response**

**The Prevailing Wage Rates are associated with the construction/repairs only and not the professional design services work.**

Question #5

Are there any original drawings available and, if so, what?

**Response**

**Yes, the Westport Facilities Department has some original drawings in their archives and access to these documents will be shared with the selected firm upon award of the contract.**

Question #6

What digital drawings are available to the awarded firm, if any?

**Response**

**There are limited digital drawings available within the Westport Facilities Department archives and what is available will be shared with the selected firm.**

Question #7

In Section VI Compensation, it references "Reimbursable Services & Expenses" document and guidelines. Please provide.

**Response**

**This wording and reference is in error as there is no formal document. The compensation guidelines are defined within the subsequent items documented within this Section.**

Question #8

Are professional engineered signed and sealed drawings required?

**Response**

**Yes**

Question #9

Will the awarded firm be required to provide any Construction Administration services? If so, what?

**Response**

**Yes, in addition to assisting with the Bid Review proposals from the contractors, the selected firm is anticipated to provide Contract Administration oversight services during the repair work. Assume a total of (8) site visits during this time. Additionally, review of the final Closeout documentation package submitted by the contractor is required.**

Question #10

Please confirm that the design professional is responsible only for technical drawings and specifications for bidding and the district is responsible to provide the front end specifications.

**Response**

**The design professional is responsible for both the technical drawings and specifications for bidding as well as the front-end specifications. The district and/or Colliers will also assist the design professional with the front-end specification sections.**

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Question #11 In Section IV A of the Scope of Basic Services, what are the preferred formats for deliverables?

**Response** **The district requests that the format be in PDF, along with (2) hard copies. Note that the district does not have CADD capabilities.**

Question #12 In Section IV A of the Scope of Basic Services, does the term front of house lighting refer to house lights, stage lighting positions, or both?

**Response** **This refers to both.**

Question #13 Should the replacement of stage drapery and/or the main curtain be included in our proposal?

**Response** **No, the stage drapery and fire curtain are not part of this scope.**

Question #14 Should the proposal include the work of a fall protection consultant as referenced in the Sapsis Report?

**Response** **No, a fall protection consultant is not required as part of the proposal.**

Question #15 Should the proposal include a projection screen and any associated rigging as referenced in the Sapsis Report?

**Response** **No, this is not required as part of the proposal.**

Question #16 Should we include work light and blue light replacement?

**Response** **Yes**

Question #17 Should we include technical area access replacement such as ladders and access hatches?

**Response** **Yes, these should be included as part of proposal and design.**

Question #18 Should we include plumbing, HVAC, and pipe protection/insulation?

**Response** **Yes, these components should be included as part of proposal and design.**

Question #19 What is the current emergency power and lighting system?

**Response** **The Facilities Department can share the following:  
Utility power is feed from SPD-1 on stage  
SPD-1 feed SP2 on catwalk**

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**SP2 feeds DP1 DP2, DP3 on catwalk  
DP1 DP2, DP3, feeds ATS  
ATS feed house lights DP1 DP2, DP3  
ATS Emergency is feed from ERP4-L in hall near Room 469**

Question #20 Is the intent to keep the house light fixtures and only replace the lamps or to replace the existing fixture with new LED fixtures?

**Response The intent is to replace the existing fixtures with new LED fixtures. Furthermore, the emergency lighting will be addressed if impacted by the proposed modifications and as required.**

Question #21 Please confirm that modifications to the existing aisle and seat lighting are not included.

**Response Modifications to the existing aisle and seat lighting are not included as part of this RFP scope of work.**

Question #22 Please confirm that the sound/AV equipment/Systems and related electrical work are not included.

**Response The sound/AV equipment/Systems and related electrical work are not included as part of this RFP scope of work.**

Attachments
<b>1. Meeting Sign-in Sheets (Westport Facilities and Colliers documents)</b>
<b>2. AIA-B101-2017-Draft</b>