

**TOWN OF GLASTONBURY**  
**RPGL-2009-34**  
**East Hartford-Glastonbury Elementary Magnet School**  
**Architect/Engineering Services**  
**Addendum #2**

**May 28, 2009**

**DUE DATE 06/04/09 @ 11:00 A.M.**

**The following questions and answers are provided to all potential proposers. The question/answer numbering as well as the Attachment numbering is continued from Addendum #1.**

**Question 16.** Can you provide a copy of the contract the awarded consultant will be required to execute?

**Answer 16.** A copy of a State Department of Education model contract is provided as Attachment E. The Town's version of the same document is being finalized, however, it is anticipated it will be very similar. Short-listed firms will be provided the Town's version prior to final discussion of terms and conditions and those firms will be given the opportunity to advise of any necessary fee adjustments or of any terms or conditions that they take exception to. The insurance requirements are as outlined in the RFQ/P.

**Question 17.** Commissioning is usually a service bought separately by the owner. Are you sure commissioning is to be provided under the Architect's contract?

**Answer 17.** The architect's fee proposal should include the cost of commissioning.

**Question 18.** "Other specialty consultants," page 3, can cover a wide range of additional services such as code, IDC, estimating, scheduling, roofing. Can you narrow down "other" consultants the Town would like to have on board?

**Answer 18.** Some of the services identified in the question are already addressed in the RFQ/P. Detailed cost estimating and scheduling is to be performed by the selected construction manager, although the architect will be expected to provide a proposed overall project schedule as well as contribute to the cost control of the project. Since different firms may possess different disciplines and skills on staff and the final design may dictate a requirement for some disciplines/services and not others, it is not possible for the Town/CREC to precisely identify which disciplines/services are to be provided in the fee proposal. The Town/CREC provided its best estimate of the disciplines/services to be included. If respondents feel additional disciplines/services beyond those identified in the RFQ/P will be required, they should identify those disciplines/services as "additional services" in their fee proposal.

**Question 19.** Will athletic fields and other green areas require irrigation systems?

**Answer 19.** It is anticipated athletic fields will require irrigation. Other green areas may or may not, depending on the final design. In keeping with the principles of sustainable design it is anticipated the need for irrigation will be limited to the maximum extent practical.

**Question 20.** Is city water available?

**Answer 20.** Yes. However, there will likely be some analysis necessary to determine adequacy of flow and pressure for fire protection purposes.

**Question 21.** Are city sanitary sewers available?

**Answer 21.** Yes.

**Question 22.** Are city storm sewers available?

**Answer 22.** Yes. However, peak discharges will need to be calculated and the design will need to include some method(s) for mitigation of the discharges.

**Question 23.** Which, if any, of the following costs should be carried in the fee proposal:

- Asbestos air testing and monitoring during building abatement
- Grave soil testing following underground oil tank removal
- Confirmatory soil testing following contaminated soil removal

**Answer 23.** All of these costs should be carried in the fee proposal.

**Question 24.** Can you provide a copy of the hazardous material survey for the existing structure that was on display at the walk-through?

**Answer 24.** A copy is provided as Attachment F. The Town/CREC cannot verify the completeness of the report.

**Question 25.** When was the cost estimate that was provided with Addendum #1 prepared and what date was considered “mid-point of construction?”

**Answer 25.** The cost estimate that was provided was submitted to the State Dept. of Education as of April 2009 and the mid-point of construction was estimated at approximately January 2011.

**Question 26.** Does the respondent need to provide a copy of a Certificate of Insurance as “evidence” or does the respondent just need to make sure that any additional expenses to meet the insurance requirements are in the fee proposal?

**Answer 26.** In the RFQ/P submission, the respondent need only include any costs necessary to provide the required insurance in the fee proposal. Prior to award the selected firm will be required to provide a Certificate of Insurance.

**Question 27.** In Section 3. B., “Submission Requirements,” under bullet item “Synopsis of the Respondent,” does “respondent” refer to the prime/lead/architectural firm or the entire consultant team? Please confirm how much information should be included in this section regarding consultants. Assuming the page limitation, this information would need to be provided in the Appendix.

**Answer 27.** It is anticipated the response will include, in the limited number of pages indicated, a summary of the key members of the consultant’s team with supporting and clarifying information provided in the appendix.

**Question 28.** We understand that site remediation will not be included in our scope of work, but we are including Hazmat survey and abatement design for the existing building only in our scope and fee proposal. Please confirm that this is the correct interpretation.

**Answer 28.** Both the site remediation and the hazardous material abatement design costs should be included in the fee proposal. Questions/Answers #2, #23, and #24 provide additional information.

**Question 29.** The scope of services calls for both “As-designed record drawings” and “As – constructed record drawings.” We assume the design team will incorporate changes noted by the Contractor onto a record set and provide electronic copies to the Town. Is this correct, or will a survey of completed work be necessary?

**Answer 29.** The assumption is correct. No survey of completed work will be required of the architect as a basic service.

**Question 30.** It was noted a boundary survey exists but a topographic survey does not. Should respondents provide a separate fee to perform this survey or will the Town perform the survey work outside of the design scope of services?

**Answer 30.** The boundary survey exists and a copy was provided with Addendum #1. The respondents should include the cost to perform a topographic survey in their fee proposal.

**Attachments:**

- E. Model Contract
- F. 95 Oak Street Existing Structure Hazardous Material Survey

**Please confirm receipt of this addendum by 6/01/09 by 10:00 A.M. to Kathy Hughey @ (860) 652-7590 (Fax)**

Company Name: \_\_\_\_\_

Name of Person Responding: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_