

May 13, 2016

Questions and Answers  
regarding the  
Request for Qualifications for  
Designer Selection for a Library Reading Room Addition.

**Q: Is there a preferred project schedule for bidding and construction of the addition?**

A: It is anticipated that this design project will be completed by September 1, 2016 with the building construction completed by May 1, 2017.

**Q: Based upon the Town's Site Plan, is it assumed that the addition will meet all local zoning regulations and is, therefore, allowed as-of-right or are any special local approvals anticipated?**

A: The current location and conceptual size of the proposed addition will fall into the as-of-right zoning but the hired design firm and the project manager will be required to evaluate the need for any local approvals.

**Q: Will any additional site engineering or civil documents be required (e.g. final site plan showing the addition, grading changed etc) If required, will the Town procure these services through a site/civil engineer separate from the Architect's Basic Services? The Scope of Services indicated a "Drainage Study" as needed? Is this study expected to be part of the Basic Services?**

A: No, these services will be secured by the design firm awarded the project and be considered part of the Basic Services.

A: Yes, the Drainage Study is expected to be part of the Basic Service.

**Q: Has a Construction Cost Budget been established, and if so, how much has been appropriated for this addition.**

A: No, there has not been a construction cost budget established.

**Q: How can we arrange to obtain a copy of the CD mentioned in Section IV?**

A: The information that is referenced in Section IV as being available on a CD has been posted to the bid page instead at [www.wellfleet-ma.gov/bid-invitations](http://www.wellfleet-ma.gov/bid-invitations)

**Q: The Phase 1 services imply that approvals will be needed by the Planning Board and Zoning Board of Appeals. Will the Architect be expected to coordinate these submissions and attend these public hearings? If so, will these services be considered as "Additional Services" or is the expectation that these services will be included in the Basic Service.**

A: It is expected that these services are included in the Basic Service.

**Q: Within Attachment 1 (Scope of Services), Part II Schematic Design Phase, there is a mention of "review applicable Town Standards and Guidelines for Design".**

**Can you clarify this item or provide a copy of said “Guidelines”? Can you please clarify the Request to “coordinate with private utilities and service providers”. Is there a possibility that the addition will affect existing utilities or services?**

A: The stated Town Standards and Guidelines for Design are simply the local rules and regulations such as Zoning, Building, Conservation, etc. There are no special guidelines specifically for design projects. There will need to be coordination with existing IT service providers in conjunction with this project. Also, the new HVAC system for the addition will need to be connected and designed to connect to the existing HVAC system.

**Q: What is the anticipated construction duration given that the Architect is being required to attend “Monthly Construction Meetings” and the “Construction Administrator” shall conduct site visits a “minimum of 3 times per week”? To clarify, are these site meetings included within the \$25,000 fee for Basic Service?**

A: Yes, these responsibilities as outlined are included in Basic Service.