

Wellfleet Police Station Renovation Project Designer Services – Request for Qualifications ("RFQ")

Addendum #1 – February 12, 2016

To All Prospective Designers – Below and attached please find information and clarifications which constitute Addendum #1 for the above noted Designer RFQ.

Please be reminded to acknowledge this Addendum #1 in the cover letter of your RFQ response.

Item 1 - Attached please find the sign-in sheet for the Designer Briefing conducted on 2/10/16.

Item 2 – Attached, please find a copy of the minutes recorded for the Designer Briefing conducted on 2/10/16.

Item 3 – Correction – RFQ Section VI.5 – Change “professional services liability (\$2 million minimum)” to “professional liability insurance for a minimum of One Million (\$1,000,000.00) per claim and Three Million (\$3,000,000.00) aggregate”.

Item 4 – Correction – RFQ Section XII.d – Add “per claim and Three Million (\$3,000,000.00) aggregate” after (\$1,000,000.00).

END OF ADDENDUM #1

Date: February 10, 2016
From: Taylor MacDonald & Pomroy Associates
Subject: Wellfleet Designer Briefing

Minutes

1. Greetings – In attendance

- a. Harry Terkalian – Town of Wellfleet, Town Administrator
- b. Taylor MacDonald – Pomroy Associates, OPM
- c. Eric Ammondson - Ammondson Architects
- d. Tony Dimarinsi – Dimarinis & Wolfe Architects
- e. Ray Vincour – CA Crowley Engineering

2. PA outlined the Schedule to begin the meeting;

- a. 2/11/16 – Deadline for questions
- b. 2/17/16 – Submissions due
- c. 2/24/16 – Interviews conducted

3. PA then outlined that the Town would be looking at (2) different options for relocation;

- a. Phasing within the existing building
- b. Making use of the vacant COA building as a temp PD that would be turned over to the Town after the project.

4. PA outlined the (2) phases of the project;

- a. Phase 1 – Schematic design, Design development, Bidding
- b. Phase 2 – Construction administration and close-out (only after Town funds are secured at Fall Town meeting)

5. PA outlined that connectivity between the PD and FD is critical. When the FD was built, conduit was run to the PD;

- a. One of the items the Town would like to review is providing emergency power to the PD from the FD generator.
- b. The FD generator size and load would have to be evaluated as part of this process.

6. Questions by attendees;

- a. Where is COA building? A: located at top of hill, on same street as PD.
- b. How would the vacant COA be used? A: Most likely the structure would be demolished and a pre-engineered building would be placed on the existing foundation.
- c. Has the foundation been evaluated structurally? A: Not at this time.
- d. Is LEED a goal? A: No, but the Town would like to see an efficient building.
- e. What year was the PD built? A: Early 1980's.
- f. How large is the PD staff? A: 12 sworn officers plus communications staff.
- g. Does the PD staff grow in the summer? A: There are special officers that are used but staff does not have large growth during the summer.

7. The briefing concluded with a tour of the station.