

December 1, 2014

ADDENDUM #3
RFP 15-51
Lowell Police Conditions Assessment and Feasibility Study

The number of this Addendum, Addendum No. 3, must be entered in the space provided on the Bid Form.

REPLACE:

DUE DATE:

Sealed proposals are due and will not be publicly opened on: **Friday December 19, 2014** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at **11:00 AM**, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES.**

Project Schedule and Meeting

It is the goal of the City to complete the work in this Scope of Services section within Approximately three (3) months following a Notice to Proceed. The City will need as much time as possible to explain the project to the City Council and general public.

ADD:

SITE INSPECTION

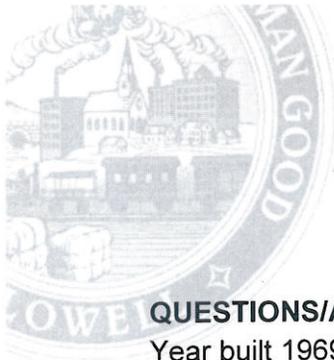
Is scheduled for: **Tuesday December 9, 2014** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at **10:00 AM**, EST/EDST, for the work described herein.

CLARIFICATIONS OF SPECIFICATIONS

Any request for clarification to, or relief from, the specifications, must be submitted in writing (email preferred) to the Purchasing Department's office no later than **Friday December 12, 2014, at 11:00 AM**. Should the City make changes to any specification, stipulation, requirement, or procedure, notification will be made to all Bidders in the form of written Addenda. No officer, agent, or employee of the City is authorized to amend any provision contained in this IFB, including the specifications, unless such amendment is issued as an Addendum and sent to all Bidders in accordance with this Section (Clarification of Specifications). Bidder is required to acknowledge all addenda.

CLARIFY:

The City will negotiate the fee with the selected company, no pricing information is required to be submitted with the proposal. In the event the City is unable to reach an agreement with the selected Company for the fee, the City will negotiate with the next highest scoring company.



QUESTIONS/ANSWERS:

Year built 1969

Approximately 90,000 sq. ft.

Do you want 1 original and 5 additional copies of the technical proposal, as indicated on the first page of the RFP, or do you want 1 original and 2 copies of the proposal as indicated in Section 1. Instructions to Participants #2 Submission of the Proposal?

Answer - Bidders are to provide one (1) original and five (5) copies of their proposal

The General Bidding Instructions in Article 8 of Conditions, Requirements, and Covenants Project Documents are general boilerplate language from the city and may or may not apply to this RFP

Answer – The articles are City boilerplate for all contracts, procurements, there will be sections of Article 8 regarding goods that would not apply to this RFP.

Can you provide us with more detail on the financial information that you require from applicants?

Answer – A copy of a balance sheet or a statement from your bank - on bank letterhead.

In Section 2, Scope of Work, Task #4 – we'd like to know ideally how many new sites you'd like us to look at?

Answer – The Tasks outlined in the RFP, will be what is required of the selected company to produce, for responding to this RFP bidders are to “sell” themselves to the City. The tasks should guide your responses, so the City can evaluate your company's capabilities.

In Section 2, Scope of Work, Task #5 you ask for a design plan for a Public Safety Complex.

a. Is the Fire Department currently a part of this facility?

Answer – The Current building is shared by DPD, Fire & Police

b. Would you like the Fire Department to be included in the plans?

Answer – No

c. What administrative offices are currently housed in the facility? Are they going to be a part of the new HQ, or are you moving them?

Answer – The Police are looking to centralize their operations in a new HQ.

Are there any existing conditions reports that you have produced including, but not limited to - Hazardous, environmental, existing surveys, CAD drawings or otherwise?

Answer – The City will share with the selected bidder after a confidentially agreement is executed all available data, reports and drawings.

Sincerely

P. Michael Vaughn

Chief Procurement Officer