



Request for Proposals for Fire and Police facility Space needs Assessment

2018-023

SALEM, NH

ADDENDUM No. 1

July 25, 2018

This Addendum forms part of the Bidding and Contract Documents and modifies the Request for Proposals (RFP) for Fire and Police Facility Space needs assessment. The items set forth herein, whether of omission, addition, substitution or clarification, are all to be included in and shall form part of the proposed work and Bids submitted to the Town of Salem, New Hampshire. Inclusion of this Addendum shall be acknowledged by inserting a signed copy of the Addendum. Failure to acknowledge any and all addenda may be cause for rejection of the bid by the Owner on the grounds that it is not responsive.

ADDEDNDUM No. 1

Interested Parties are advised to make the following revisions to the RFP:

1. **Project schedule:** Section 9 of the RFP states a 6 week timeframe for a draft report and recommendations and the final report and presentation due 4 weeks following the draft. Is there a specific deadline that is driving this schedule? If so, please clarify the date and nature of the deadline. Alternatively, would you prefer the respondents to propose a project schedule based on their understanding of the scope of services? The latter would likely be a longer schedule that would incorporate: the facilities reviews, space needs assessment, site reviews and associated response time analysis, design options, cost estimate, recommendation, and associated meetings and presentations.

Response: The specific deadline that is driving this schedule is the Town of Salem 2019 operating and warrant article budget process. If there are items that need to be included in the 2019 operating budget it is due the finance department on August 17, 2018 to begin their review of the budget requests; the operating budget is then due to the Town Manager on August 30, 2018

for his review; then it is due to the Board of Selectman on October 10, 2018 to begin their review and process; and lastly the operating budget is due to the Budget Committee on November 1, 2018 to begin the review and process.

If there items that need to be included in the 2019 budget that are bigger cost items that would be a warrant article instead of being included in the operating budget, then warrant articles are due to the Board of Selectman on November 26, 2018 to begin their review.

If the respondent feels the 6 week and 4 week timeframe for draft and final reports are unrealistic, then I would recommend the respondent propose a project schedule, keeping in mind the dates listed above for items that need to be included in the 2019 budget process.

2. **Nature of this scope of work compared to previous studies:** Did the 2014 study that resulted in a 56,000 square foot combined public safety building focus only on a combined facility? Does the current RFP intend to audit/review previous work or is the intent to evaluate the existing facilities without regarding previous conclusions?

Response: *The 2014 study that resulted in the public safety building, did focus only on a combined facility.*

The intent of the current RFP is to evaluate the existing facilities without regarding previous conclusions.

3. Was a final report created in 2014 and, if so, is it accessible for review by respondents?

Response: *A final report was not created in 2014.*

4. Is a new EOC anticipated for this project?

Response: *Yes a new Emergency Operations Center (EOC) is anticipated to be included in this project. The current EOC is located at the Salem Fire Department Station 1 on Main Street. The current room that the EOC is located in, also functions as a training room, meeting room, computer workstation room (5 work stations) and a day room for the Fire Department.*

5. Please clarify the nature of the fire apparatus maintenance bay. Does the bay require specialized lifts or pit to service vehicles?

Response: *The current fire apparatus maintenance bay is a shared bay that only fits one large fire engine/pumper size apparatus. However, there is not enough height to be able to tilt/lift a cab inside the building.*

A new facility would need to include a regular passenger vehicle scissor lift, and specialized mobile large vehicle lifts with enough area/space to tilt/raise a cab or lift a large fire apparatus. In addition there needs to be enough space/height to partially lift an aerial ladder for maintenance. A pit would not be required.

****END OF ADDENDA NO. 1****