

## ADDENDUM – POSTED JULY 20,2023

**Request for Qualifications  
Facility Assessment  
RFQ 2023-021  
Town of Salem NH**

**Question:** *For headers, subheaders, and a cover page can we use a font size larger than 11?*

**Answer:** Yes

**Question:** *The RFQ mentions page limits on specific qualification requirements, is there an overall page limit for the SOQ?*

**Answer:** Yes – Please follow the guidelines set forth in Section 9. Your submission will be scored as such.

**Question:** *Are qualifications for additional staff who aren't considered Key staff required?*

**Answer:** This is your call. You have one page to demonstrate and/or identify staff.

**Question:** *Are resumes required for Key or other additional staff (who are not key staff) or just a 1-page description of the qualifications? If resumes are requested are they excluded from the total page count?*

**Answer:** One page to encompass the abilities of your staff. We are not looking for multiple pages of resumes.

**Question:** *Please clarify what elements to be accessed that are in the “communications” category (e.g., network infrastructure, telecommunications, PA, audio, etc.)*

**Answer:** The items you have noted above in parenthesis should be assumed.

**Question:** *Please clarify what would be expected for an assessment of signage (physical condition, compliance, wayfinding, etc.)*

**Answer:** The items you have noted above in parenthesis should be assumed.

**Question:** *Do additional site elements need to be reviewed, such as signage, lighting, sidewalks, landscape, curbing, striping?*

**Answer:** Yes

**Question:** *Please confirm that the site evaluation does not include traffic or vehicular circulation*

**Answer:** Confirmed

**Question:** *If a Structural, Life Safety, or ADA/Accessibility is observed and the recommendation/solution is complex in nature, requiring additional design studies or further/destructive testing, would those items still require a cost estimate?*

**Answer:** The consultant should have the ability to generally give a cost estimate for planning purposes. Their final report can note any requirements for additional design studies as necessary.

**Question:** *Are Hazardous Materials testing or investigation required on this project?*

**Answer:** Not specifically. The building is a little over twenty years old.

**Question:** *On page 3 of the RFP, it states to assess “for funding schedules starting in calendar year 2024”. Please confirm that cost estimates which use an escalation factor (from 3-4% per year) as a method for projecting work from 2024 to 2034 is suitable.*

**Answer:** Confirmed. We understand the volatility of the building industry at this time and would expect a disclaimer as such in the final report.

**Question:** *On page 6 of the RFP, you request one page for Knowledge and Experience. Since you have a separate section for past projects, should this section be focused on our approach and process to conducting a facility assessment?*

**Answer:** Yes

**Question:** *On page 6 of the RFP, you request Item 9d Key Personnel to be one page. Are you looking for an overview of the team, perhaps as an organizational chart? Do you wish to have individual resumes included anywhere in the proposal for members besides the Team Lead?*

**Answer:** One page to encompass the abilities of your staff. We are not looking for multiple pages of resumes. You can include an organizational chart if you choose somewhere on the page.

**Question:** *On page 6 of the RFP, 9e Subcontractors, you request this be limited to one page. Normally, our subconsultants send resumes for each of their team members. Would you just like a list of the firms to be used, along with their role on the project and the names of their staff members?*

**Answer:** *The latter from above: ..... a list of the firms to be used, along with their role on the project and the names of their staff members.*

Just one page.

**Thank You for your questions and interest in this request.**