

**Design Services
Rice Public Library
KITTERY, MAINE
ADDENDUM 2**

Issued: October 30, 2018

Designers must acknowledge receipt of addenda in their proposal submission.

Questions from Pre-Proposal Meeting and Follow-Up Questions

1. Does the Town intend to hire different design teams for the pre-vote and the post-vote work?

The Town intends to hire one design team for the duration of the project. Contractually, the services will be setup for a first phase, which is all services through Schematic Design. After Schematic Design the Town will see a bond referendum vote for funding for construction. If voters approve a bond issuance for construction, the second phase of work, starting at Design Development will commence.

2. Why does the schedule assume 3 years for the project?

The Town has assumed a 15 to 18-month construction schedule. It is recognized that construction could take less time or more time depending on phasing, occupancy during construction, and other factors. The key-milestone is the November 2019 bond referendum vote.

3. Is a June 2019 bond referendum vote possible?

It is technically possible, but is not deemed practical by the Town.

4. Have any assumptions been made about keeping the building occupied during construction?

It is assumed in the Master Schedule and Budget that the Rice Library Building will remain operational during construction. It is understood that this will need to be evaluated carefully and decided based on a number of factors including cost, logistics, and community impact.

5. How did the Town arrive at the hard cost estimate of \$4.3M?

It was a target budget developed when the Town evaluated the three project options. It also represents the Town's appetite for funding in accordance with its debt policies and commitment to prudent financial management. The \$4.3M estimate represents building, site and utility hard costs. Soft costs have been budgeted in addition to the \$4.3M. We will need to evaluate this against the design throughout the process. It is understood that the Town may not get all that it wants for this number.

6. Are furnishings considered a major part of this project?

Yes. FF&E identification, development and coordination is a separate service; not part of the base services. FF&E are part of soft costs. The Town may choose to have a third party provide as a turnkey service.

7. Will the design team have to provide a surveyed and engineered site plan?

The property has been surveyed, with a registered plan recorded at York County Registry. The design team will have to provide a site plan that responds to the permitting requirements and fulfills construction document needs, with accuracy as per industry standards will be needed. The design team is expected to coordinate this as a separate service. The price should be shown separately.

8. Does the Library have a Program Document?

The Library conducted a program analysis in 2011. The report will be made available to the design team, along with other files and documents that will inform the process.

9. Will the design team have to provide geotechnical services?

Yes, the designer is expected to coordinate this as a separate service. The price should be shown separately.

10. The RFP mentions a Price Proposal Form, but was not included in the RFP package. Will one be provided.

Yes. Attached is the price proposal form that should be provided with the proposal. Price proposals must be accompanied by time and materials prices for any additional work not anticipated by this request for proposal but related to the project. If a different level of staff are proposed for the design team, indicate the hourly cost for each level of staff.

Town of Kittery
Rice Library Renovation and Addition
Design Services - Price Proposal *(in separate sealed envelope)*

BASE SCOPE	PRICE PROPOSAL	NOTES
Existing Conditions Assessment	\$	Phase 1
Programming	\$	Phase 1
Schematic Design	\$	Phase 1
Initial Permitting	\$	Phase 1
Cost Estimating	\$	Phase 1
Design Development	\$	Phase 2
Final Permits & Approvals	\$	Phase 2. Assume 5 local permitting meetings/hearings
Cost Estimating	\$	Phase 2. Assume minimum at DDs and CDs.
Construction Documents	\$	Phase 2
Bidding and Negotiation	\$	Phase 2
Construction Administration	\$	Phase 2. Design Team fees only. Town will provide Owner Rep/Clerk of the Works.
OTHER SERVICES	PRICE PROPOSAL	NOTES
Site Plan	\$	
Geo Tech	\$	
Signage Design	\$	
FF&E	N/A	To be decided, once Design Team is under contract.
Technology (A/V)	N/A	To be decided, once Design Team is under contract.
Total Amount	\$	Attach List of Titles and Rates as Basis of Total.

Submitted by (Firm Name): _____

Signatory Name (print): _____

Sign Name: _____