



Town of Westerly/Westerly Public Schools

ADDENDUM 1

Request for Proposal

2016-084

Master Plan Recreational Facilities

November 2016

December 7, 2016

RFP 2016-084 Master Plan Recreational Facilities Addendum 1

DUE DATE EXTENDED:

FROM: DECEMBER 12, 2016 @ 3:00 P.M.

TO: DECEMBER 14, 2016 @ 3:00 P.M.

A pre-bid meeting was held on November 28, 2016 @ 10:00 a.m. (sign in sheet to follow)

NOTES from pre-bid meeting

Gingerella Field: Soccer, Tennis, Skate Park, Safety, Parking, Walking Trail; no adjustment to field

Craig Field: Did study evaluate traffic? No

Football field: evaluate lighting; 140 – 150 kids, 100 cheerleaders, 300-400 people attend games; not included in 5yr plan

Football: 4 practices/year; games only, field used 14 times/year; visitor bleachers are not up to code;

Quad is also used for phys ed; no sod has been put in field; marching band uses quad

Linder Field is not irrigated; used for hammer disk & track

Cimalore Field: no irrigation in lower field; high school baseball, softball; middle school sports held here

Airport: Town may want to talk to the state

Rotary Park: home of WHS tennis

Survey: GIS? Full topographic survey or can maps be used?

Inventory of amenities on list vs typographic survey?

Middle School Fields: no lights; there is irrigation; soccer & lacrosse; no activity in Summer

What are we looking to improve? We are looking for recommendations from vendors for use.

Bradford Field: lacrosse; owned by Westerly Municipal Land Trust; 4 acres just field; high school cross country; part of aquifer;

QUESTIONS

1. Since this project does not involve construction can the umbrella/excess liability requirement be waived?
TBD YES
2. Is there any information on the budget they have to work with? Where did funding come from? FUNDS WERE ALLOCATED BY THE TOWN COUNCIL WITHIN THE GENERAL OPERATING BUDGET FOR FIELD IMPROVEMENTS. ESTIMATES DISCUSSED BY STAFF IN THE BID PREPARATION PHASE OF THIS RFQ/PROJECT WOULD BE IN THE \$60-\$80,000 RANGE.
3. Is there an existing Open Space and Recreation Plan? YES; IT IS OUTLINED WITHIN A CHAPTER IN THE COMPREHENSIVE PLAN.
4. Schedule- what is the projected start date and completion date? ESTIMATED 6 MONTH TIME FRAME TO COMPLETION AND SUBMISSION OF FINAL REPORT
5. Survey- is a construction grade survey really necessary for Master Planning purposes? NO
6. If a construction grade survey is necessary, can the town provide plat maps to determine extents of properties? N/A
7. Several of the properties are quite large (4-6 acres). Can the survey limits be delineated for each site?
N/A

8. Are surveys required for ALL properties in the Appendix or just those that are town owned? NO SURVEY REQUIRED
9. (2) public meetings are mentioned in the appendix, but not specifically mentioned in the scope? Are the (2) public meetings in addition to any specified in the Scope Of Work? PUBLIC MEETINGS ARE ESSENTIAL TO THE SUCCESSFUL COMPLETION OF THIS PROJECT. TOWN RESERVES THE RIGHT TO SCHEDULE APPROXIMATELY 3-5 PUBLIC MEETINGS (DOES NOT INCLUDE ALL OTHER MEETINGS REFERENCED IN THIS RFQ) OVER THE COURSE OF THIS PROJECT TO ENSURE THAT THE ALL PUBLIC INPUT IS GIVEN BY THE STAKEHOLDERS (NEIGHBORS) AND REVIEWED BY THE STEERING COMMITTEE BEFORE BEING PRESENTED TO THE TOWN COUNCIL IN FINAL REPORT.
10. Within the tasks wording is used like 'at least (2) meetings'this seems very open ended. SEE ABOVE RESPONSE
11. Could you please clarify the page limits stated in the RFP on pages 15-16? Is the entire submittal (cover letter, project understanding, project approach, narrative that addresses items a-f, schedule) limited to 10 pages or just the narrative section that addresses items a-f? ONLY REFERS TO NARRATIVE. USE THE REFERENCED INSTRUCTIONS IN THIS SECTION AS A GUIDE. SUBMITTALS SHOULD BE CONCISE BUT THOROUGH.
12. Also, are resumes included in that 10-page limit? NO
13. Do we need to prepare a complete topographic and property line survey for all the sites, as indicated in Task 3 listed on page 10 of the RFP? NO...GIS MAPPING WILL SUFFICE FOR PURPOSES OF THIS REPORT

