

Answers to questions regarding RFQ for Designer Services for Police Station/Fire Substation (June 11, 2024)

1. Will the town accept “portrait/vertical” orientated 8.5x11 submissions rather than landscape orientation so long as the proposal and documents contained within are laid on in such a manner that it does not need to be rotated?
 - i. Yes, portrait/vertical orientation will be accepted.
2. Fees
 - a. The RFP requests a fee for each project phase listed in the RFP. Phases listed in the RFP are: Phase 1 - Initial Study Phase, Phase 2 – Schematic and Design Development, Phase 3 – Construction Documents, Phase 4 – Construction Phase. *Question – Bidding and Negotiation Phase is not listed as a Phase. Should the A/E Team provide a fee for this Phase or include it under Phase 3 – Construction Documents? Please clarify.*
 - i. Please include this as a sub cost under Phase 3 - Construction Documents.
 - b. Fees – the RFP requests a fee as a part of the RFP response. However on the “Selection Process” page it states that: “the fees for the services described will be negotiated”. *Question: Please clarify that a fee is required as a part of the RFP response. Also it was mentioned that the fees should be submitted in a sealed envelope. Please confirm.*
 - i. Yes, a fee should be included as part of the RFP response but can ultimately be negotiated.
 - c. Fee format – *please confirm the Town looking for a fixed fee/lump sum fee represented in dollars per project phase as noted in the RFP?*
 - i. Yes, please submit fixed fee/lump sum proposal.
 - d. Fee Scope - *is it acceptable to provide an A/E fee for basic Architectural and Engineering services (Civil including Landscape Desing, MEP/FP, Structural) and Cost estimating, but exclude the specialty consultants listed below pending further definition of scope? If we are to provide fees for the specialty consultants, we will need to have a better understanding of the scope of services required from each consultant.*
 - i. Yes, please provide at a minimum a fee for Basic A/E services and Cost Estimates, and any other consultants that will be necessary (i.e Fire Protection (FA/Sprinklers, Life Safety, etc.). Additional/specialty consultants can be negotiated and/or included as an additional service post contract award.
3. Phase 4 – please confirm that the duration of this phase is April 2025 to **August 2026** (the RFP states August 2025). Also please confirm that weekly site observation/visits are required during CA Phase. Typically, on-site visits are bi-weekly.
 - i. August 2026 is correct, that was a typo on the RFQ. Bi-weekly site visits will be okay. CHA will have representation on the site each week.
4. Cost estimates provided by the A/E team: *please confirm that the A/E team is being requested to provide three cost estimates: Schematic Design, Design Development, and 90% Construction Documents phases.*
 - i. Expectation is that the designer reviews the conceptual preliminary estimate and provides feedback. Cost estimates are being requested at end of DD and at 90% CD

5. Consultants listed in the RFP. *Question – as a follow up to the pre-proposal meeting can you please confirm which specialty consultant will be retained directly by the Town v.s. by the A/E Firm (please refer to item #5 below).*
 - i. [Please see answers in question #6 below.](#)
6. Consultants listed in the RFP. Please clarify scope of these specialty consultants:
 - Hazardous Materials – the project is new construction. *Please confirm the envisioned scope of Hazmat work and associated professional services. Is this required since the project site is a “greenfield” site?*
 - [Hazardous Materials Consultant can be removed from the list of specialty consultants.](#)
 - Furniture, Fixtures and Equipment (FF&E) Consultant - *please clarify the scope of FF&E as mentioned in the RFP. Will FF&E include the selection, specification, and preparation of an FF&E bid package? Or is the FF&E limited to conceptual furniture plans for coordination with MEP/Data/IT?*
 - [FFE scope can be limited to including conceptual for coordination. Owner will be responsible for procuring FFE.](#)
 - Technology/Audio Visual *will the Town retain a Technology/AV firm directly or the A/E? If the A/E retains this service please clarify the scope of services. Typically retained by the client with their preferred vendor.*
 - [The expectation is that tech/AV provisions and locations of equipment are identified and located in the drawings. The Town can engage directly with an AV vendor to procure and install equipment.](#)
 - Data/Communications - *will the Town retain a Radio Systems/Antenna/Telecom firm directly or the A/E? If the A/E retains this service please clarify the scope of services. Typically retained by the client with their preferred vendor.*
 - [The expectation is that provisions and locations of equipment are included within the drawings for coordination \(i.e data boxes, low voltage conduits and pathways, etc.\)](#)
 - Security Consultant – *please elaborate on the services required from this consultant. Does this reference card key, CCTV, and alarms? Will the Town retain these services directly? Typically retained by the client with their preferred vendor.*
 - [The expectation is that provisions and locations of equipment are included within the drawings for coordination.](#)
 - Fire Consultant - *please elaborate on the services required from this consultant.*
 - [We can remove this consultant from the design scope](#)
 - Geotechnical – *based on the pre-proposal meeting, the Town is in the process of performing Geotech exploration on the site. Please clarify the scope of Geotech for the A/E team.*
 - [Correct, the Town will engage a geotechnical engineer to perform the initial exploration \(borings and test pits\). The expectation is that the selected design firm would take on the selected geotechnical engineer as the engineer of record to assist with any additional foundation or structural design as needed and to also assist with CA in regards to any submittals or RFIs related to geotechnical.](#)
 - Site Survey – *will the Town retain a Survey firm to expedite the process and timing, or the A/E once selected?*
 - [Site Surveying can be omitted from proposal. The Town has a survey that is ready for use by the selected firm.](#)
 - Building Enclosure Consultant – *please clarify the projected scope of this consultant.*

- We can remove this consultant from the design scope.
- 7. Format of the RFP Response – *what is the format, contents, order of materials, for the Statement of Qualifications portion of the RFP response? The RFP indicate that an “application” is to be submitted. Please clarify.*
 - i. There is no formal order of materials but the expectation is that the design firm would provide any information illustrating the firms experience, qualifications, licenses, relevant project experience, references, key personnel resumes, etc. Along with a proposed fee amount for basic design services.
- 8. Can you confirm in writing the amount of money for this project?
 - i. \$17,522,000 total project budget, inclusive of design, OPM, contractor and soft costs.
- 9. Can you confirm the schedule for the project? I believe the answer was construction drawings Spring 2025 and completion of the project August 2026.
 - i. Confirming target schedule CDs Spring 2025, Construction completion August 2026.
- 10. On the list of consultants, can you please:
 - a. Let us know if any of these have a preferred vender (i.e. Town selected Geotech or Communications)
 - i. Town is still in process of selecting a Geotech. For Communications, the Town currently uses 2-Way Communications Service, Inc. however, there may be consideration to using a different communications vendor as there is no contract in place.
 - b. Confirm that Exeter does not need a price for each sub
 - i. Expectation is that the designer will provide names/firms of any consultants that they feel would be necessary for the project. Cost of consultants can be negotiated after award as an additional service.