



TOWN OF WESTFORD
OFFICE OF THE TOWN MANAGER

TOWN HALL
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ADDENDUM #1 TO THE PROPOSAL DOCUMENTS

Date: July 1, 2016

**Request for Proposals for Modular Buildings at
Parks, Recreation, Cemetery Departments**

A. This Amendment shall be considered part of the bid documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this ADDENDUM shall govern and take precedence. BIDDERS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR BIDS.

B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

The following questions were submitted as official Requests for Information. Please see below the town's response to these requests:

1. Will the town provide specific space requirements and preliminary floor plans for each of the two buildings? (number of rooms, square footage, support space, etc.)

Response: The town has requested modular building space totaling roughly 4500 SQFT. The space shall include 2 private offices, an office area large enough for 4 to 5 personnel workstations, one ADA compliant unisex bathroom, and a large recreation programming space. The programming space shall account for 2500 SQFT of the total 4500 SQFT and must be separated from the office area by a wall.

2. What will be the basis of award?

Response: The contract, if award, will be awarded to the contractor's proposal that is found to be in the best interest of the Town of Westford.

3. What is the intent of the contract term? Is the town in a position to commit only to a

one-year lease agreement?

Response: The town has requested lease options ranging from one to ten years. The projects intent is to be a short-term solution to provide adequate space for the town's Recreation Department.

4. Will both new and used modular buildings be considered?

Response: Yes, both new and used modular buildings will be considered.

5. Does the ceiling height in the programming space need to be 10 feet?

Response: The town's preference would be to have a 10' finished ceiling in the programming space, but will consider proposals that provide a minimum finished ceiling height of 8'.

6. Will a bid extension be considered?

Response: Yes, the town will move the proposal due date/time to July 15th, 2016 at 11:00AM. Additionally, the town will hold a pre-bid meeting at the proposed project site on Farmer Road in Westford MA on July 11th, 2016 at 10:00AM. The image below illustrates the proposed location of the modular and the location of the pre-bid meeting.



7. Have the sites been approved for the proposed projects or will zoning, planning, and other town approvals be required? If so, what is the process in the town and can you offer and estimated schedule in weeks or months to achieve the submittal and approval process based on past projects?

Response: Upon contract award, the selected vendor will be required to gain planning board approval for site plan review, as well as pull the appropriate building permits associated with the work being completed. The town will work with the selected vendor to expedite the project as quickly as possible.

**BIDDER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW
AND ATTACHING THE SIGNED ADDENDUM TO THE BID FORM:**

Company Name _____

Contact Person _____

Signature _____

Date _____