

**Town of Westford, Massachusetts
Request for Qualifications (RFQ) for**

**Designer Services for Historic Building Rehabilitation of the Roudenbush Community Center located at
65 Main Street, Westford, MA**

**Addendum Number One
February 6, 2015**

The Request for Qualifications for the above mentioned project issued on January 2, 2015 is modified, corrected, and/or supplemented as follows:

The pre-bid meeting minutes are shown below including answers to questions received.

Meeting Minutes
Pre-RFP Informational Session Meeting Minutes
Monday, January 26, 2015, 11:00 AM
Town Hall, Meeting Room, 55 Main Street

11:00am – The meeting began with Westford Assistant Town Manager John Mangiaratti welcoming the attendees and giving a brief description of the project. Committee member Ellen Harde gave a history of the Roudenbush building and its use as a school and community center. John Mangiaratti then opened the floor for questions from the audience.

11:30am - The meeting ended and the attendees took part in a half -hour tour of the Roudenbush Community center.

Audience questions:

- Q1 - Is putting the project out to bid in Phase Two the correct timing considering that some contractors may not bid without approved construction funding?
- A1 - The Town will be willing to discuss scheduling strategies with the selected design firm.

- Q2 - Is any site work included in the project?
- A2 - There is no extensive site work included in the project scope. Some of the items listed in the RFQ, Appendix A, Scope of Work, may include minor site work.

- Q3 - Is the town supportive of the project and the required funding?
- A3 - Town Meeting has authorized funding for Phase One design work.

- Q4 - Will Community Center activities be moved during construction?
- A4 – The Town anticipates the Community Center building to be unoccupied during the construction phase.

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Meeting Attendees

Designer Selection Committee Members:

John Mangiaratti

Pattie Pichette

Ellen Harde

Bill Kenison

Bill Chandnoit

Audience:

- Jerry Weslar Trapani Associates, Inc.
- Doug Manley McGinley Kalsow & Associates
- Jared Ransdell Touloukian Touloukian
- Lee Hemenway KBA Architects
- George O'Neill Gorman Richardson Lewis Architects
- Stephen Jones Building Envelope Specialists
- Kevin Latady Gienapp Design
- Dale Gienapp Gienapp Design
- Pat Guthrie Spencer & Vogt Group
- W. Eric Kluz HKT Architects Inc.
- Don Mills Mills Whitaker Architects
- George Tougias Spalding Tougias Architects