



ADDENDUM No. 2

February 3, 2016

Re: Request for Proposals - Architectural and Engineering Services for the Design and Construction of the CUMBERLAND PUBLIC SAFETY COMPLEX

(Bid No. 2016-0108-01)

Reference is made to Addendum No. 1, which was issued on January 29, 2016, to convey the change of the proposal due date from February 5, 2016 to **February 17, 2016**.

Reference is made to the inquiries and remarks discussed at the Pre-Proposal Conference, which was held at the Town Hall Council Chambers on January 20, 2016 in connection with the above-referenced Request for Proposals (RFP). The opening remarks and subsequent discussions have been consolidated and summarized below, and are hereby made part of Addendum No. 2.

A. Opening Remarks:

- 1) Proposals will be due on Friday, February 5, 2016, no later than 2:00 PM at the office of the Finance Department. Eight (8) copies of the proposal shall be submitted to the Finance Director, Brian Silva, at the Town Hall. Reference was made to the RFP for specific proposal submittal requirements.
- 2) An addendum will be issued to all prospective bidders to respond to inquiries made at this pre-proposal conference and to respond to any written inquiries made to the town in connection with the RFP. Reference was made to the Attendees list distributed at the meeting and the e-mail contact information required for transmittal of the Addendum. Attendees were advised as to ensure that the e-mail address provided was the appropriate e-mail for receipt of the addendum.
- 3) The project involves the design and construction administration activities associated with the proposed Public Safety Complex. After an exhaustive search by a previous Location Committee, the administration has determined that the new complex will be constructed at the site of the existing Police Station at 1380 Diamond Hill Road.
- 4) The new location is bordered by an elementary school, a Little League baseball field, and a residential neighborhood. All activities associated with these uses must be considered in the design and construction of the new facility.
- 5) The new facility will house the Police Department and all associated activities, as well as the administrative functions of both the Rescue Service and the Fire Department, including dispatch for all emergency services. No rescue or fire department apparatus will be housed at the site. An approximate head count of anticipated personnel is provided in the RFP. Previously completed services anticipate a building of approximately 20,000 square feet.

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- 6) The Town has a desire to have at least a portion of the new facility on or near Diamond Hill Road, as opposed to the entire facility being set back from the street. As such, phasing of the project to allow partial occupancy will be considered.
- 7) All questions should be addressed to George Stansfield at the contact information provided in the RFP. Questions must be submitted by January 27, 2016.

B. Open Discussion:

- 1) Police Security: Inquiries regarding security vendors for security cameras or other security systems associated with public and perimeter cameras and interior access points will be addressed in the addendum.
- 2) Site Survey: A site survey will be required as part of the site engineering services to establish existing conditions and to develop the base site plan for the site improvements associated with the new complex.
- 3) Building Personnel: Personnel “head” counts were provided in the RFP. Personnel included uniformed police administration and staff, civilian staff, dispatch for all emergency services, and administrative staffs of the Rescue Services Department and the Fire Department.
- 4) Previous Study/Needs Assessment: The previous work completed for the originally proposed safety building was performed by Kaestle – Boos Architects. Based on the results of the work performed, a facility of approximately 20,000 square feet is anticipated.
- 5) Budgetary Project Estimate/Project Funding: The overall project cost for the facility is estimated to be in the \$8.0M range. The approval of the town funding for the overall project was based on the originally proposed larger building (which housed emergency response/rescue vehicles), was estimated at \$12.5M. This project is funded entirely by the Town of Cumberland.
- 6) Architectural/Engineering Cost Proposal: The cost proposal shall be prepared in accordance with the breakdown of the overall cost for services under the three major phases of the project as noted in the RFP. It is anticipated that various tasks (deliverables) will be developed by each consultant for each of the respective phases, and a level of effort (man-hours) will be developed for those respective tasks. A total cost will be submitted for each respective phase.
- 7) Town Meetings: The consultant shall make provisions to budget time for the attendance at town meetings held in connection with the project.
- 8) Proposal Submittal: One proposal document will be allowed to include both the written proposal and the cost proposal. Eight copies (8) of the proposal are required in conjunction with an electronic copy. A CD or a flash-drive is considered acceptable means to furnish the required electronic copy.

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- 9) Site Examination: Proponents may visit the existing police station to examine the site and take photographs. Attendees were advised to present themselves in the police lobby first. Upon conclusion of this meeting, the Police Department will be contacted by one of the town official attendees to notify them in advance of the nature of these site visits today.
- 10) Site Review: The site plan for the new Public Safety Building complex will be developed and submitted by the selected consultant through the normal Town site plan review process.
- 11) Selection Committee: The selection committee will consist of the present Public Safety Complex Building Committee which consists of Mark Lindgren (Committee Chair); George Stansfield (Chief of Staff); Bob Anderson (Public Works Dir.); Chief John Desmarais (Cumberland Police); and two (2) members of the general public (Wayne Wagner and Brian McCourt).

C. Responses to Pre-Proposal Conference and Formal Written Inquiries

The following changes, revisions and/or supplemental information, as applicable, are hereby issued in this Addendum No. 1 as responses or clarification requests discussed at the pre-proposal conference, or are in response to all written inquiries received by the Town for the above-referenced Request for Proposals.

- 1) Police Security: The present security vendor for the existing police station facility is Shanix Technology (Cranston, RI). However, this does not preclude the successful consultant from obtaining and working with other security system vendors so as to provide the necessary camera surveillance, as required by the Cumberland Police Department, for interior and exterior monitoring locations, in conjunction with “pass” access for authorized personnel in and around the new building.
- 2) Availability of Previous Spatial Needs Assessment/Study: The previous needs assessment/study was conducted by Kaestle-Boos Architects, and was briefly referenced during the pre-proposal conference. This study was not a formal architectural/design study or report, but rather an informal investigation of the spatial needs for the proposed facility so as to determine the feasibility of the building site. Due to the informal and preliminary nature of the information that was obtained during the early phases of the planning of the Public Safety Complex, the Town will not be making this information available to bidders as part of the RFP.
- 3) RFP Page 8 – Section 4.4 (2nd Paragraph): The electronic submission of the proposal shall be in the form of a CD or flash-drive, which shall be included with the overall proposal package submitted to the Cumberland Finance Department.

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- 4) RFP Page 10 – Instructions (Item 3): The proponents shall disregard the reference to the “bid form”, as stated in Item 3 of the Instructions under Section 5 of the RFP (Town Terms and Requirements for Bidding). A bid form has not been furnished and is not required for submission. The Cost Proposal shall be prepared and submitted as described in the RFP and as clarified at the Pre-Proposal conference.
- 5) Geotechnical Investigation: A geotechnical investigation was not performed as part of the previous needs assessment/study conducted by Kaestle-Boos. As part of the site engineering services required for this project, the selected consultant will conduct a geotechnical field investigation so as to obtain borings for the design of the foundation for the final building footprint within the building site. A geotechnical report will be prepared to include findings, conclusions and recommendations for the building foundation and for other site improvements.
- 6) Construction Cost Estimating: The selected consultant shall prepare An Opinion of Probable Construction Costs for the overall project. The estimated construction costs shall be compiled and broken down in accordance with the various constructional components and disciplines associated with the project, including building (structural steel, concrete, masonry, etc.), as applicable, based on the final building design. Costs will also be provided and itemized for doors/windows, finishes, thermal/moisture protection, electrical, furnishings, HVAC, instrumentation/special equipment (security), plumbing, and all site work, as will be applicable and required for the final building and site design. A preliminary and final Opinion of Probable Construction Costs shall be furnished to the Town during the respective design phases of the project.
- 7) Police Lock-up/Holding Area: The existing police station presently has six lock-up/holding areas. However, the number of areas for the new public safety building will be dictated by space availability as determined with the Architect during the design development phases.

D. Supplemental Remarks – Addendum No. 2:

- 1) Traffic Analysis: Upon further consideration of the unsatisfactory on-site traffic circulation associated with the abutting Garvin Elementary School, the Town is requesting that traffic consulting engineering services be provided as part of the scope of services for this project. The existing on-site traffic conditions associated with the school’s traffic patterns through the grounds of the existing police station site shall be investigated and evaluated so as to determine recommendations for site improvements that will jointly address the traffic ingress/egress and on-site circulation for both the existing school facility and the new Public Safety Complex.

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- 2) Site Plan: An aerial GIS map of the site has been provided for visual reference purposes in connection with the new Public Safety Complex location. Reference is made to Attachment #1.

- 3) The following information is provided on the attached map in conjunction with other points of information regarding the overall existing site complex as noted below.
 - Limits of Town-owned property.

 - The existing facilities and features that currently occupy the site.

 - The functionality that must remain in-place and operational throughout the entire project. This includes Garvin Elementary School; the adjacent school playground; and the Police Department's communications tower.

 - The existing police station shall remain functional during construction until such time that the new building is substantially complete and ready for occupancy. The construction phasing of the project shall address the latter in conjunction with the scheduling of the demolition of the existing police station building.

 - The main entrance for the new Public Safety Complex building shall be located on Diamond Hill Road.

 - The Little League baseball field shall remain, however, the area outside of the baseball field fence can be given consideration for the site improvements associated with the new public safety complex. Adequate traffic circulation and parking for school and police staff and visitors is required in the final design.

 - It is also anticipated that the existing wooded, undeveloped tract of land, which is located west of the existing baseball field and the Garvin School playground, will remain undisturbed.

 - The proponent shall investigate the advantages and disadvantages of various parts of the property for placement of the new facility and ancillary site improvements.

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- 4) The Town of Cumberland reserves the right to accept or reject any and all proposals (bids), waive any informality in any of the proposals, and to choose the proposal deemed solely by it to be in the best interest of the Town.

- 5) Acknowledgement of receipt of this addendum shall be made by e-Mail to both George Stansfield, Chief of Staff, at gstansfield@cumberlandri.org and Robert Anderson, Public Works Director, at randerson@cumberlandri.org.

Town of Cumberland – Public Safety Building Complex Committee

By: Mark S. Lindgren

Mark S. Lindgren

Building Committee Chairman

Town of Cumberland – Chief of Staff (Office of the Mayor)

By: George W. Stansfield, III

George W. Stansfield, III

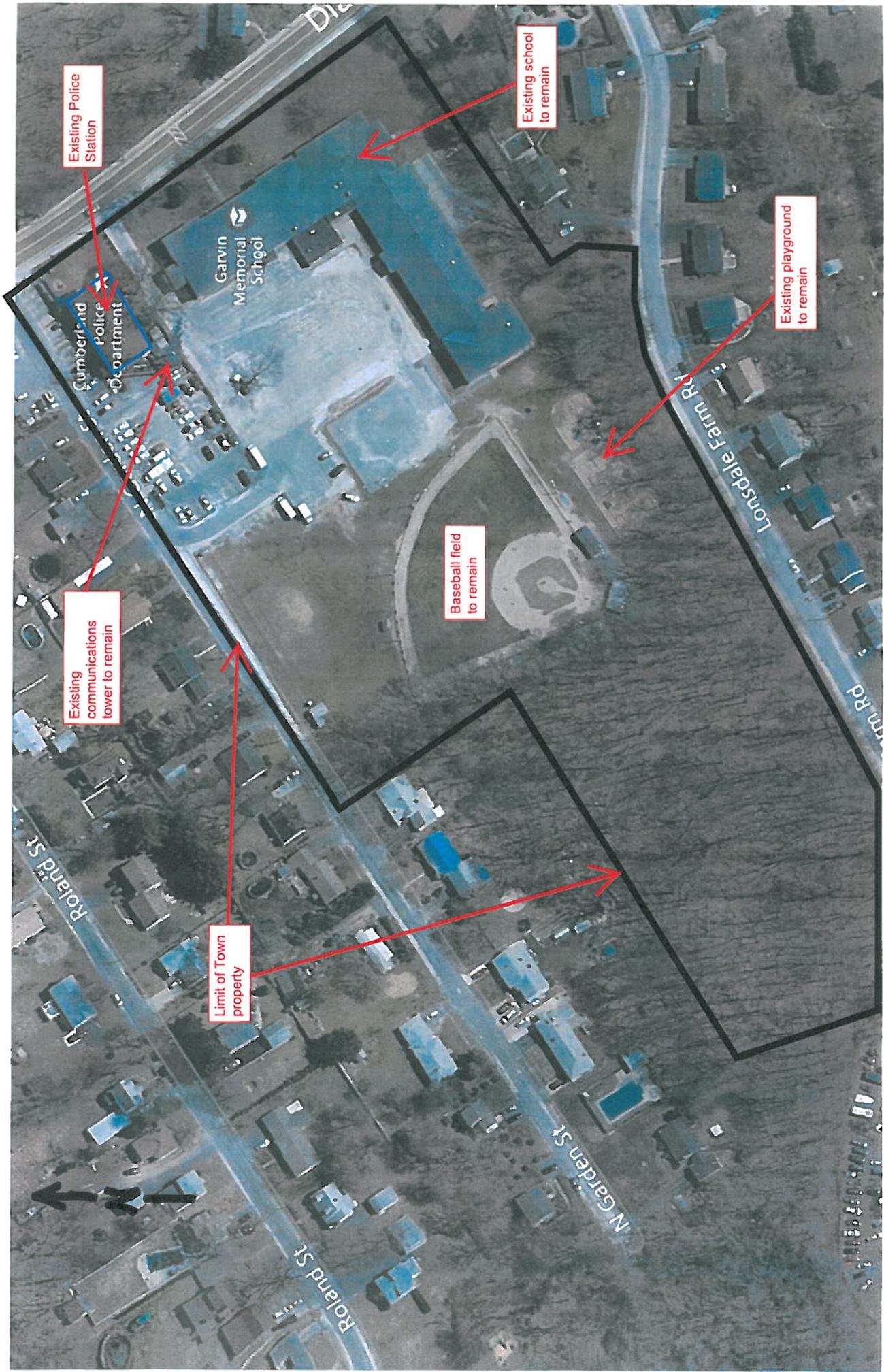
Chief of Staff

Town of Cumberland – Department of Public Works

By: Robert A. Anderson, Jr.

Robert A. Anderson, Jr., P.E.

Public Works Director



Existing Police Station

Cumberland Police Department

Existing communications tower to remain

Limit of Town property

Garvin Memorial School

Existing school to remain

Baseball field to remain

Existing playground to remain

RFP - ARCH/JENG SERVICES: PUBLIC SAFETY COMPLEX
ADDENDUM NO. 2 - ATTACHMENT #1