



# Town of Oxford

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## ADDENDUM NO. 01

**NOTICE is hereby given to prospective Bidders** of the following information, clarifications, and modifications to the Bidding Documents. The Bidding Documents remain unchanged except as indicated below. Bidders must acknowledge receipt of this Addendum in the Bid Form and comply with the requirements for submission of Bids as set forth in the Bidding Documents.

### INFORMATION

At this time the bid opening date is still set for Friday, January 22, 2021 at 3:00 PM.

**The answers below are provided in response to questions and comments submitted by prospective Bidders.**

*Question #1: Will the town be hiring outside management of the project as Owner's Representative, or will it be done with in-house personnel.*

Answer #1: Woodard & Curran most likely will be retained to assist the Town should the project move forward.

*Question #2: The RFP requests in section IV.D.a copies of our Income Statement and/or Balance Sheet and/or Statement of cash flows. Are you looking for all three of the documents, two out of the three, or just one of the three? Will these private financial statements be made available to the public or remain confidential?*

Answer #2: The documents will remain confidential subject to State of Maine statutes on Freedom of Information requests. The Town would like whatever information the proposer would like to make available to help determine the financial stability of the proposing company.

*Question #3: Will the entire RFP be made public information? Will the interviews be recorded and shared publicly?*

Answer #3: The RFPs are public information and can be disseminated upon request. There are no plans to record interviews.

*Question #4: There is a public opening of the RFP responses on January 22nd. Interviews are the following week. What information will be revealed during the public opening, prior to interviews?*

Answer #4: The only information to be mentioned at the opening is the name of the contractor submitting the bid and the amount of the bid.

*Question #5: The RFP states that the pre-bid is January 14th with RFP Submissions due January 22nd. Is that correct? Typically, we see the pre-bid meeting earlier in the process so that any information gleaned from that meeting can be used in preparation of the proposal.*

Answer #5: The date of January 14th is correct. Attendance is optional. The pre-bid meeting is a time to tour the existing town office and answer any questions that were not previously addressed. If there are several requests for a delay in the submission date due to gathering information necessary the Town will consider requesting an extension.

*Question #6: The conceptual plan has a contractor listed in the title block; Can we assume that this contractor provided early budgeting and/or design services and will not be involved in the project should we be selected as the D/B Contractor?*

Answer #6: Your assumption is correct. It is a concept plan developed by Peachey Builders during the Facilities Committee's early discussions. They will not be involved if they are not the selected contractor.

*Question #7: The RFP discusses three options: renovate, new, and lease. Section 2 of the RFP asks for a bid price but does not ask for us to state which option we are pricing.*

- a. *Is the town looking for multiple prices or do we just provide a bid on the option with the least cost?*
- b. *The RFP requests a bid price, yet the RFP discusses some investigations into issues with the existing building. Will the D/B contractor be allowed to update our budgets based on what is found in the field and with further definition of the project scope?*

Answer #7:

- 7a. Bidders can provide a quote on design-build or renovate or both. For simplicity reasons the RFP was combined to include both.
- 7b. We suggest your proposal build in contingencies. Price the option you are interested in submitting a proposal on. The Selectmen want quotes for the different options for comparison purposes and get community involvement in the final selection. The amount appropriated will be based on the RFP and which contractor is selected. Understand that the voters are going to approve a specific amount of money for the project at the town meeting and want to establish the appropriate budget. Going over the approved budget is unacceptable and any additional amount would be a change order and have to go before the Selectmen to be approved. The Facilities Committee voted to recommend new construction however the Facilities Committee is an advisory committee only.

*Question #8: Is the contractor at risk for all of the design costs and preconstruction services until the town votes?*

Answer #8: The town is not responsible for any costs incurred preparing the proposal. Selectmen will view the proposals during an open meeting and select a contractor. The voter's involvement during this process has not been determined at this time. As stated, the committee that made the recommendation is advisory and they have already recommended to Build New. Once the amount is appropriated at town meeting that is the amount to be paid for the project. Nothing more is available unless the town goes back to a special town meeting and requests additional funding for the project. Change orders have to be approved by the Selectmen. I would suggest that you prepare your proposal very carefully. The town will be funding the project with a loan.

*Question #9: Paragraphs 2 & 3 of the project summary leave items such as the basement water infiltration, elevator repair or replacement, and the roof as TBD. How do you want us to account for this in our budgets?*

Answer #9: We would suggest speaking to the company that maintains the elevator for the town or have your own engineer inspect it. You can provide an estimate for rehabilitating the elevator in addition to replacing new. The Selectmen will decide what direction to go. The same with the roof. That was included in the RFP because of its age (20-25 years). The roof may be fine. Leaks were repaired in the fall of 2017. The Selectmen will decide whether or not to replace the roof.

*Question #10: The project summary states that the RFP response can be submitted electronically as a .pdf, yet the submission requirements ask for six hard copies. Please clarify.*

Answer #10: Please submit 6 hard copies to the town office and submit a copy electronically in case additional copies need to be prepared.

*Question #11: The RFP states that the project budget is \$1,500,000, but the Cordjia report budgeted the New Construction option to be \$2,045,000 in 2019. Is the actual budget capped at \$1,500,000?*

Answer #11: The amount has not been capped as we don't know what the costs are yet and that amount was placed there to establish an order of magnitude. . The Selectmen will look at proposals and may tweak them to get the costs down or increased if they desire. That number was a cost provided to the Facilities Committee by Cordjia.

*Question #12: The Cordjia Budgets do not include line-items for items that are typically furnished by the Owner, such as Furniture, special equipment, moving costs, project management, utility connections, Owner's Contingency, etc. Are these to be covered under a separate budget, or is it anticipated that the \$1,500,000 budget will include these items? There is a note in the Cordjia report that states that Furniture and equipment is not to be provided by construction.*

Answer #12: Contractor should include Utility hook-up in the proposal, if necessary. Selectmen will make the decision on whether or not to have contractor perform the work. Contractor is not responsible for moving expenses, furniture, etc. These types of items would have been spelled out in the RFP. Contractor is also not responsible for Project Management as it is separate from the RFP.

*Question #13: Regarding the existing town office:*

- a. *Are there existing floor plans?*
- b. *Has the building had any engineering inspections?*
- c. *Do the services to the existing building need to be replaced or upgraded?*
- d. *Is there current city water and sewer on site?*
- e. *Do we know if there is adequate pressure for the sprinkler system or will a fire pump be required?*
- f. *Does the current heating system need to be replaced or can it remain? (Cordjia report says yes).*
- g. *Are Items 1a-1j of the Cordjia report the scope we should base our budget on?*
- h. *Will the town of Oxford charge the contractor for a building permit? (for either new or reno)*

Answer #13: We recommend an on-site inspection by your engineer. Understand the building is very old. The town will provide any written documentation on this building we have to any interested contractor. We have had inspections done for the water issue, electrical upgrade, heating, etc. but we may not have received any formal reports. A good person to talk to is our Code Enforcement Officer.

*Question #14: Regarding new construction*

- a. Has there been any geotechnical investigations of the proposed lots for a new building?*
- b. Are all of the utilities readily available at each of the possible sites for a new building?*
- c. Will the D/B contractor be responsible for any utility work beyond the property lines?*
- d. Will the D/B contractor be responsible for any traffic studies and/or the results of those studies?*
- e. Will the contractor be responsible for a security system or any telephone/data?*

Answer #14:

- a. No
- b. Within reasonable distances. The site for the new building has yet to be determined but utilities are fairly close.
- c. Unknown
- d. Yes
- e. Yes