



**TOWN OF WESTWOOD  
COMMONWEALTH OF MASSACHUSETTS**

**REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES  
WENTWORTH HALL**

**RFS #ECON-20-Q-001  
Addendum 01  
July 22, 2019**

**I. GENERAL INFORMATION FOR ADDENDUM 01**

Addendum 01 answers the following questions:

- Q1** Can you please confirm the due date/time?  
**A1** The due date and time are specified in the RPS - Wednesday, July 24, 2019 at 11:00 am.
- Q2** Attachment A and B referenced in the RFP weren't included in RFP, can you please send those to me?  
**A2** Attachment A and B are posted to the procurement webpage. Although separate documents, they are posted with the RFS. The direct link is  
[http://www.townhall.westwood.ma.us/gov/depts/town\\_administration/procure/rfpDetailView.htm?pageID=96](http://www.townhall.westwood.ma.us/gov/depts/town_administration/procure/rfpDetailView.htm?pageID=96)
- Q3** Does the \$3.5 million budget include the relocation of the building?  
**A3** The \$3.5 million total project budget includes, without limitation, architectural design, engineering, bid document preparation, OPM, site preparation, building relocation and rehabilitation, building addition, mechanical, electrical, plumbing, HVAC, lighting, security, internet/phone systems, signage, finishes, and furnishings.
- Q4** Is the Town looking to maximize sustainable practices or will this project be submitted for LEED or Passive House Certification?  
**A4** The Town wants to maximize sustainable practices to the extent possible within the project budget. A decision has not yet been made whether to pursue LEED or Passive House Certification. That decision will be made after the OPM is on contract.
- Q5** It was mentioned at the briefing session that the site work, foundation, and relocation of the building across the street must be completed by the fall. Can you confirm?  
**A5** As stated in the RFS, it is the Town's intention to have the current Wentworth Hall building moved and set on a new foundation at the project site on or before November 15, 2019.



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**Q6** Is the Town doing a separate/early bid package for the foundation and relocation portion of the project?

**A6** As stated in the RFS, the Town may elect to bid the Site Preparation and Foundation Construction Phase, Building relocation Phase, and Construction of Addition and Building Renovation Phase as three distinct bids, or may choose to bid all three phases together as a single contract. A decision will be made following the selection of an OPM.

**Q7** What is the status of the design package?

**A7** The draft architectural design package is awaiting final review by Town with the assistance of the selected OPM. The draft architectural design package is posted to the procurement webpage.

**Q8** Can you please email a copy of the sign in sheet from the briefing session/walkthrough?

**A8** We did not have a sign-up sheet at the Informational meeting and site inspection. There were three attendees, as follows:

Emma Roche, Marketing Coordinator  
CBI, A Vidaris Company  
250 Dorchester Avenue  
Boston, MA 02127  
617-268-8977 x-251

Jon Fontana  
Terva Corporation  
184 Nathaniel Drive  
Whitinsville, MA 01588  
774-813-4016

Steven Brown, Senior Project Manager  
Arcadis U.S., Inc.  
30 Braintree Hill, Suite 105  
Braintree, MA 02184  
617-849-9401

**Q9** Are electronic copies of the hard-copy plans distributed at the walkthrough available?

**A9** Two plan sets were distributed at the Informational meeting and site inspection - a hard copy of the draft architectural design package and a hard copy of the site plan for the Islington Center Redevelopment Project. Both plan sets are posted to the procurement webpage.

**Q10** What is the relationship between the RFS and the Islington Center Redevelopment Project?

**A10** The RFS is related to one portion of the work involved in the Islington Center Redevelopment Project (ICRP). The ICRP is a three-phase redevelopment which includes the redevelopment of



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privately-owned and town-owned properties near the intersection of Washington Street/East Street/School Street in Islington Center. The RFS requests proposals for the Town to hire an OPM to assist with the relocation, expansion, and renovation of the Wentworth Hall building. The Wentworth Hall building currently sits on a town-owned parcel on the east side of Washington Street. That building will be moved to the west side of Washington Street to allow for the sale of the town-owned parcel on the east side of Washington Street for private redevelopment. The Wentworth Hall portion of the overall ICRP is a time sensitive portion of the project, most notably in regard to the removal of the Wentworth Hall building from its current side and placement of that building on a new foundation at its proposed site.

- Q11** Does the \$3.5 million budget for the Wentworth Hall project include all new furnishings for the Islington Branch Library and Wentworth Hall Community Room?
- A11** The Town intends to relocate furnishings currently used in the Islington Branch Library and Islington Community Center to the new building. If project estimates suggest that sufficient project funds will be available for the purchase of select new furnishings, those will be included in the project bid documents and as bid alternates.
- Q12** Is Wentworth Hall listed on any Historic Register or protected by a local historic ordinance or bylaw?
- A12** Wentworth Hall may be listed on the State and Federal Registers of Historic Places but is not protected by any local ordinance or bylaw. The building has been approved for relocation, expansion and renovation pursuant to a special permit issued by the Westwood Planning Board for the ICRP.
- Q13** Is the Town's intention to keep the selected OPM on board for the construction portion of the Wentworth Hall Project?
- A13** As stated in the RFS, The Owner is requesting the services of an OPM to represent the Owner during the design development, construction documentation, and bidding phase of the project, including review of architectural, engineering, construction and bid documents prepared by others; review of bid proposals; recommendation on bid award(s); and review of construction contract(s). Subject to funding authorized by the Town of Westwood, the contract between the Owner and the Owner's Project Manager may be amended to include continued Project Management Services through the Site Preparation/Foundation Construction, Building Relocation, Building Addition/Renovation/Final closeout phases of the Project. Proposals should propose terms of service for the Design Development, Construction Documentation, and Bidding phase of the project, as well as for the Site Preparation/Foundation Construction, Building Relocation, Building Addition/Renovation/Final closeout phases of the Project.
- Q14** Has the Town experienced relocation of other buildings? If so, has the same building mover been employed for each move?
- A14** In recent memory, owners of property within the town have moved several buildings, including the Blue Hart Tavern, the Colburn School, the Obed Baker House, the Fisher School, and the



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First Baptist Church. In at least two of those cases (Blue Hart Tavern and Colburn School), the building mover was Geddes Building Mover, Inc.

**Q15** Has the Town had a positive experience with the services offered by the project architect?

**A15** Yes.



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**II. ADDENDUM 01 RECEIPT ACKNOWLEDGEMENT FORM**

BIDDERS **MUST** ACKNOWLEDGE RECEIPT OF ADDENDUM WITH THE BID SUBMITTAL.

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_