



TOWN OF WESTWOOD COMMONWEALTH OF MASSACHUSETTS

Request for Proposal Feasibility Study - Fire Station 1 RFP # FIRE-23-R-001 Addendum 02 August 30, 2022

I. GENERAL INFORMATION

Addendum 02 posts Site Visit attendees and answers questions about the project.

Site Visit

- A Site Visit was hosted on August 17, 2022. There were three (3) companies in attendance: The LiRo Group, Dore + Whittier, and an unidentified attendee. The unidentified attendee declined to provide their name and company.
- A second Site Visit was hosted on August 24, 2022. There were no attendees at this Site Visit.

Questions and Answers

- Q1** Can we send background information about our firm to the Fire Chief?
- A1** No. Any information regarding this project should be sent to the Town as a response to the RFP. Any additional information sent outside of a proposal will be returned to the sender unopened or the email deleted.
- Q2** Does the Town have a preference for a new building or a remodeled building? If a new building is recommended, does the Town have a preference for its location?
- A2** The Feasibility Study is being conducted to assess FS1. Recommendations shall be provided determine the best approach to meeting the facility needs. There are no preset requirements to what the Town needs. As stated in the Scope of Work, "The Goal of this Fire Station Feasibility Study is to develop options and recommendations, to include schedule, for the repair, renovation or relocation of the FS1 building."
- Q3** If a new facility is recommended, what apparatus must be accommodated?
- A3** Any facility must accommodate the apparatus currently assigned at FS1 but be flexible enough to allow additional apparatus, if needed.
- Q4** Is the facility required to be gender neutral?



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- A4** Yes, any variant of a facility recommendation must be gender neutral.
- Q5** Is the facility required to have separate working and living quarters?
- A5** The study shall address the functionality of the facility. That will include the impact of separate areas for firefighting, administrative work and living quarters.
- Q6** Is the Contractor required to provide a Price Proposal in response to the RFP?
- A6** Yes, in accordance with the RFP, para I. General Information and Proposal Submission Requirements, both Price and Non-Price Proposals shall be submitted. If, in the future, the Town releases an RFS for an Owners Project Manager (OPM), Price Proposals will be handled differently.
- Q7** What is the annual call volume?
- A7** The Fire Department received 3,800-4,200 calls per year for service. Approximately 68% of the calls are medical.
- Q8** What is the current staffing model? Should we plan for additional staffing?
- A8** The current staffing model includes 10 members in a group. As part of the study, the Contractor shall address the impact of operations on staffing, which could increase staffing to 15 members (10 assigned to Station 1 and 5 assigned to Station 2).



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COMMONWEALTH OF MASSACHUSETTS**

II. ADDENDUM 02 RECEIPT ACKNOWLEDGEMENT FORM

BIDDERS MUST ACKNOWLEDGE RECEIPT OF ADDENDUM WITH THE BID SUBMITTAL.

Signature _____

Name _____

(Please Print)

Title _____

Company _____

Date _____

End of Addendum No. 2