

Town of Littleton, Massachusetts

Littleton Offices Building and Space Needs Analysis

ADDENDUM No. 1

March 10, 2017

The attention of the prospective respondents for the subject Contract is called to the following Addendum to the Request for Proposals. The revisions set forth herein, whether of omission, addition or substitution, are to be included in, and form a part of, the proposal forms submitted.

This addendum includes the following changes:

Legal Notice

Delete second paragraph and replace with the following:

Qualifications must be submitted in a sealed envelope marked “Littleton Town Offices Building and Space Needs Analysis”. See Section IV for details. Qualifications must be received by 2 p.m., Friday, March 17, 2017. Qualifications are to be sent to:

Section I: Project Description

Add the following new paragraph to the end of the section:

Subject to the approval of the Town and the appropriation of sufficient funds, the selected consultant may be authorized to proceed with additional phases of the Project, as directed by the Town in its sole discretion.

Section II.C: Solicitation Process

Delete entirely and substitute with the following:

An Evaluation Team will evaluate and rank the responses based on the minimum criteria and comparative evaluation criteria outlined in Section V - Evaluation Criteria. A short list of at least three respondents will be selected for further evaluation. Only those firms that are placed on the short list on the basis of the evaluation criteria will be considered during the second phase. During the second phase, interviews *may* be held if the Evaluation Team feels it is in the Town’s best interest to do so. The evaluation team will rank finalists in order of qualification. The Town has set a not-to-exceed limit of \$20,000 for this project. If the Town is unable to negotiate a satisfactory fee with the first ranked respondent, negotiations shall be terminated and undertaken with the remaining respondents, in the order in which they were ranked by the Evaluation Team, until an agreement is reached. In no event may a fee be negotiated that is higher than the maximum fee set by the Town prior to selection of finalists.

Section II.D: Conditions of Award

Delete entirely and substitute with the following:

The Town shall be the sole judge of the respondents' qualifications and whether the proposal is in the best interests of the Town.

The Town may conduct such investigations as the Town considers necessary to assist in the evaluation of any response and to establish the responsibility and qualifications of companies submitting a response.

Up to the time of signature of contract, a copy of which is attached hereto, the Town shall have the right in its sole discretion to terminate negotiations if it deems it's in its best interest to do so.

Section IV: Proposal Submittal Requirements

Delete entirely and substitute with the following:

The respondent is to submit four (4) sealed hard copies of their qualifications to the address listed in Section IIA. Responses must be received by 2:00 PM on Friday, March 17, 2017.

IN A SEALED ENVELOPE – Labeled: Littleton Town Offices Building and Space Needs Analysis

Each response shall include at a minimum the following information:

1. Cover letter describing the background of respondent's company including size, date established, office location(s), and resumes of principal staff members. The cover letter must be signed by an official of the firm who has authority to enter into a contract.
2. A filled out and signed "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at <http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-6-10-cities-towns-application.pdf>
3. History of the company's experience as it relates to projects of similar size and scope.
4. Provide at least four (4) relevant references from projects of similar size and scope. The Town intends, with the respondent's permission, to contact references.
5. Signed Certificate of Non-Collusion (Attachment B)
6. Signed Certificate of Tax Compliance (Attachment B)
7. Proof of required insurance.

Section V: Evaluation Criteria:

(1) Delete introductory paragraph.

(2) Subsection 2.b) – Delete and replace with the following:

b) Proponent's References

Highly Advantageous: The proponent provides six (6) or more relevant references from projects of similar size and scope.

Advantageous: The proponent provides at least four (4) but less than six (6) relevant references from projects of similar size and scope.

Not advantageous/Unacceptable: The proponent provides less than four (4) relevant references from projects of similar size and scope.

– End of Addendum No. 1 –