**CITY OF EVERETT, MASSACHUSETTS**

**ISLAND END RIVER FLOOD RESILIENCE PROGRAM**

**PRE-CONSTRUCTION MANAGEMENT SERVICES**

**RFP NO. 24-37**

**ADDENDUM NO. 1**

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To be considered as part of RFP 24-37.

**GENERAL**

Please note that this Addendum #1 does not change the bid deadline of January 18, 2024, at 1:00pm.

Consistent with the project advertisement, the City of Everett held a prebid conference on January 11, 2024, at 1:00 p.m. via Zoom Web Conference. The following subjects were discussed:

1. Scope – The project team presented the attached PowerPoint which provides an overview of scope of work. The following was discussed:
	1. Flood resilience program context
	2. Project team and development history
	3. The work zone, designated port area, abutter industry, and freight interests
	4. Known earth and groundwater contaminants from legacy releases and industry
	5. Proximity to wetlands, salt marsh, and riverfront
	6. Nature of proposed structure, landscape, utility, and ecologic systems
2. Additional Information - Team referenced link to EENF in RFP, which contains a wealth of project information. Team also referenced a project “Draft Environmental Impact Report” (DEIR), which was made-public in November 2023, and is currently available through the Environmental Monitor.
3. Funding Sources – Team mentioned that work under this RFP is grant funded and will have a strict completion deadline of June 30, 2024.
4. Expectations of Respondent – Team discussed services requested of respondent. Discussed “Meetings with Project Team”, which will serve to initialize respondent; share documents; discuss respondent feedback; and develop solutions. Discussed “Constructability Review”, will seek a construction-oriented review of work and seeks to yield cost, schedule, and risk-abatement efficiencies. Discussed “Cost Estimating Services”, which should be independently prepared by the respondent for third-party opinion of construction cost (though the City is not opposed to sharing portions of project estimates and take-offs within reason). Discussed “Scheduling and Logistics Planning” which will identify tasks, duration, dependencies, and constraints. The team shared that this exercise should additionally involve working with the project team over key private property owner constraints to help plan minimizing undue construction impact to private land-owner operations. This will involve consideration of optimizing work zone staging in sensitive areas and involve meetings with landowners.
5. Schedule – Team identifies that the period of engagement, and number of design-phase reviews presented in the RFP, is out of sync with the current project calendar. The team describes that they expect to be able to execute contract and issue Notice to Proceed around mid-February; that initialization, meeting, and information sharing will begin immediately thereafter; that the whole 60% Design will be eligible for respondent review by mid-March and that 2-months will be allowed for review of the 60% Design package wherein meetings may be conducted to answer questions of the respondent team; and that after submittal of required products, the respondent will work with the project team late May through June to review comments, discuss possible reconciliations, and support abutter/logistics discussions.
6. Cost and Price – Team notes that the job will be awarded based on a not-to-exceed fee, but that payment earned will be based on time and material incurred (See RFP “Time Card/Unit Price” & “Upset Limit” – this is not a “Lump Sum”).

**RFP**

In Section 4.0 SCOPE OF WORK, delete all reference to review of “Preliminary Design” and “90% Design”, as well as all reference to and starts referenced for“1/2/24”.

## END OF ADDENDUM NO. 1

CITY OF EVERETT, MASSACHUSETTS

BY ITS CHIEF PROCUREMENT OFFICER

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