



**CITY OF EVERETT**  
**REQUEST FOR OPM SERVICES NO. 26-21**  
**ADDENDUM NO. 1**

**Date Issued:** November 7, 2025

**Project: #EPS-26-21 Middle School Conversion at 548 Broadway**

**Request for OPM Services**

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**NOTICE TO ALL BIDDERS**

This **Addendum No. 1** is issued to amend the Request for Services for **Owner's Project Management (OPM) Services for EPS-26-21 Middle School Conversion at 548 Broadway.**

**1. Site Visit Sign-In Sheet**

Attached to this Addendum is the Attendance Sheet from the information session held on October 29, 2025 at 10:00 AM via teleconference. The attendance sheet shall be incorporated into the procurement file for reference.

**2. Questions & Answers**

The following questions were submitted during/after the site visit. The City's responses are provided below and shall be considered part of the solicitation documents:

1. When was the last hazmat assessment performed and is it intended to have one performed for this project?

Answer: It is anticipated that the selected Owner's Project Manager will assist the City in determining the need for updated assessments and coordinate any required evaluations during the planning and design phases.

2. Will the City of Everett current tenants (Pre-K, girls and boys club and city recreation center remaining on site) remain on site during renovations.

Answer: The City's intent is to allow current tenants to remain on site for as long as feasible during the renovation process. Final decisions regarding tenant relocation or phasing will be developed in coordination with the selected Owner's Project Manager and design team as part of the overall project planning.

3. Are there are any issues we may need to consider regarding redistricting as students move around during the course of this project and other capital improvement projects for the school district?

Answer: Redistricting considerations are managed by the School Department. Respondents are advised to remain flexible in planning to accommodate potential shifts in student populations

4. Our understanding was that once the new high school (current MSBA project) is completed middle school students would move into the existing high school. If so how does this project fit in?

Answer: This project is independent of the MSBA high school project.

5. Understanding MBE/WBE/DBE goals, should we expect the standard goals or something more, including local resident workers

Answer: Respondents should anticipate standard goals in accordance with applicable state and local requirements. Any additional goals or preferences will be outlined in future project phases.

6. You mentioned that a new roof is being installed now do you know if that is a completely new roof or just patching? Any existing water damage?

Answer: Respondents should assume that roof conditions will be documented and addressed as part of the design phase.

7. Has there been any hazmat assessments on the site soils?

Answer: It is anticipated that the selected Owner's Project Manager will assist the City in determining the need for updated assessments and coordinate any required evaluations during the planning and design phases.

8. Will this project be proceeding in tandem with the HS project... meaning will the decisions on one project be affecting the other?

Answer: This project is independent of the MSBA project

9. Is there historical docs available of the current school, such as-builts or plans for the original school?

Answer: The City will provide any available documentation to the selected team.

10. Can you please confirm that this is not a MSBA-funded project (asking because the RFQ does not reference the MSBA and it is not the MSBA RFQ document or contract).

Answer: This is not an MSBA project.

11. If this is not an MSBA funded project, is it related to the Everett High School project in the MSBA pipeline?

Answer: This project is independent of the MSBA project.

This Addendum modifies and becomes part of the original bid documents for RFQ #26-21.

All other terms and conditions of the Request for Services #26-21 remain unchanged. Proposers must acknowledge receipt of this Addendum with their submission. Failure to acknowledge shall result in rejection of the proposal.

Kiara M. Freeman  
Chief Procurement Officer  
City of Everett

**26-21 Middle School Conversion at 548 Broadway**

**OPM Selection**

**Info Session Attendee List**

**Attendees**

Bryan Jarvis – The VERTEX Companies

Molly Canfield - CHA Consulting

Derek Osterman – Colliers

Lauren Hickey – Finegold Alexander Architects

Peter Martini – PCA360

Tina Stanislaski – HMFH Architects

Andrew Romero – Colliers Project Leaders

Eugene Caruso – AECOM Tishman

John Park – Colliers Project Leaders

ROBERT TODISCO – P3, Project Planning Professionals

Andraya Lombardi – Accenture I&CP

Greg Walsh – PCA360

Brian Kelley – The Vertex Companies