



**CITY OF EVERETT
EDWARD CONNOLLY CENTER – DESIGNER
SERVICES**

ADDENDUM NO. 3

Date Issued: May 4, 2026

Project: #EPS-26-86B – Edward Connolly Center Designer Selection

NOTICE TO ALL BIDDERS

This Addendum is issued to amend the Request for Services for Designer Services for the Edward Connolly Center.

- 1. Question:** The sample contract states "The Architect acknowledges that a Contractor (which may be a Construction Manager) has been selected by the Owner and a contract with the Contractor has been executed." We just want to confirm that that is not pertinent to the project.

Answer: The sample Owner-Architect Agreement has been developed to include all phases of a building project and therefore sometimes refers to Contractor, etc. The Owner has not yet advertised for or selected a contractor, which may be part of Task 2 Phase 1.

- 2. Question:** We understand the building is eligible for listing on the National Register of Historic Places but we do not find it there at the present time. Is it the intention of the City to apply to have the building listed on the National Register?

Answer: See Exhibit 4 in RFQ for information on this property's listing on the Massachusetts State Historic Register. See MACRIS listing for specific details and inventory. Selected designer will be responsible for developing required immediate stabilization scope, preliminary concepts, and preferred alternative within the acceptable limitations identified by Designer discussions with Massachusetts State Historic Register permitting personnel.

- 3. Question:** Scope calls for "updated assessment". We only have the B2Q report, which addressed electrification and reducing existing loads only (not full building interior and out), so basically mechanical and electrical. You are just looking for an opinion on those recommendations. Revised/updated costs? Confirm you are not expecting updated data? There is a short paragraph in the B2Q report saying "The building has been evaluated by another firm and details of those findings as well as B2Q's findings from our walkthrough will be detailed later in the report." There is no other evaluation in the RFS package." Is there some other document beyond the B2Q one that is an existing conditions assessment for the architecture?

Answer: The B2Q report is the only available assessment at this time. In addition to reviewing the existing assessment, the Designer will provide an updated building assessment that addresses building envelope, building systems, accessibility, building code, and interior finishes as noted in Task 2.

- 4. Question:** Is there a budget for this overall project or for construction, that we will be working toward

and to give us an idea of the expected scope? We only see the fee requirement for this SD phase.

Answer: The budget will be developed as part of tasks 2,3,4.

5. **Question:** Is the scope of the Task 2 stabilization work an additional service item or included in the stated fee for the SD phase. Please clarify this overall item and what portion of this is expected by October.

Answer: As part of updating the facility assessments, the Designer will develop narrative descriptions of short term improvements for initial cost estimating to be included in the preliminary concepts noted in Task 4C. The Designer will present these options to the City for consideration of a possible immediate stabilization scope construction document package. If the City elects to proceed with such scope, a separate fee for construction documents will be negotiated.

6. **Question:** The scope description mentions building envelope and program as needing assessments, but nothing mentions a desire or need for full interior updates. Is that part of the “multiple” concept options that are expected? There is no conditions assessment deliverable identified for this, so please confirm the intent is to go straight into design. Task 4 item H then mentions final report having conceptual cost estimate. Please clarify what is expected in report and if that is at concept or at the end of SD and the initial contracted scope. Confusion maybe is in the wording of “concept” and “preferred” and “schematic” in the RFS and in the schedule document.

Answer: Task 4 indicates both preliminary concepts and a preferred option, all of which may require significant interior renovations. Task 2 and 3 will have significant bearing on the concepts developed as part of task 4, such as addressing building envelope insulation and infiltration which may require significant interior finish scope. Task 2 identifies many aspects of building condition assessment, many of the items may potentially affect large portions of interior finishes and assemblies. Completing the building assessment in Task 2 will allow efficient progression to remaining designer tasks. The final report noted in item 4H is a summary of the entire Designer scope organized to show thorough community engagement, design process, and building condition analysis that led to the preferred option and cost estimate. This report will be presented to City Officials to determine funding and timeline of next steps of the Connolly Center Building Improvements.

7. **Question:** What drawings beyond those included as “floor plans” exist? The architect could use that to create plans and elevations. Otherwise, is the expectation that the SD phase scope will be only plans generated from the ones you issued (1989 electrical drawings), and photos to describe the exterior work? The preferred process if there are no drawings would be for the city to have a laser scan done as a reimbursable expense, outside of the stated fee. Should we assume something like that would be done for the future phases when more precise information is needed?

Answer: Additional drawings will be made available to the selected Designer. The designer will develop CAD/Bim model of the property as noted in Task 4, item A as part of base scope. The Designer selection is a qualifications based and designer fee and any reimbursable allowances will be negotiated as noted in the RFQ.

8. **Question:** There is mention of “multiple” design alternatives, listing conceptual with cost estimates, then SD for the preferred. That is a lot to have for October, in addition to the programming,

sustainability, stabilization, etc., and creating drawings of the existing building if there are none. Is there some possibility the schedule will be modified?

Answer: It is the intent of the City to follow the schedule included in the RFQ.

9. Question: Will the city be hiring a hazmat testing company or is that part of the Architect's scope?

Answer: Per Addendum #2, Designer is responsible for including Hazmat consultant to provide testing of the Connolly Center. Hazmat consultant shall sufficiently test to understand required abatement to accomplish scope identified in preferred option and short-term improvements.

This Addendum modifies and becomes part of the original bid documents for this RFQ.

All other terms and conditions of the RFQ remain unchanged. Proposers must acknowledge receipt of this Addendum with their submission.

Kiara M. Freeman
Chief Procurement Officer
City of Everett