

Addendum #2

RFP-FY25-11: Architectural and Design Services for the Planning and Design of the
Montague Public Libraries Main Branch

May 23, 2025

Responses to Written Planholder Questions

- 1) Will the owner provide site surveys of the current library property and the other town-owned site being considered for a new library?
 - The selected firm will be expected to assist with obtaining or developing all necessary documents that do not currently exist.
- 2) Has this project established goals for MBE and WBE participation for the design team?
 - The Town is currently awaiting guidance from the MA Board of Library Commissioners (MBLC) on this question, and intends to issue a response in a third addendum.
- 3) Can you share a copy of the 2005 building addition study?
 - All available documents from the previous Library Building Program have been added to the project webpage as a downloadable zip file:
[Reference - 1999 Carnegie Library Building Program.zip](#)
- 4) Can you provide the date of the Town Meeting when the project design will be up for approval?
 - Funding for the Town's share of the estimated construction cost will need to be approved at the Annual Town Meeting in May 2026 (exact date TBD).
- 5) Under Section III. Qualifications and Evaluation, Item A1 requests firms provide the amount of time that the Project Designer/Architect will devote to the project. Do you wish it to be expressed as a percentage of a full-time equivalent role such as 25% or 40%? Do you wish that to be provided for all key architectural roles i.e. Principal-in-Charge, Project Manager, etc?
 - Yes, percentage of a full-time equivalent role is the preferred format for responding to this question for all key architectural roles.
- 6) Under Section III. Qualifications and Evaluation, Item A2 requires that the Project Director and/or Project Manager are a registered architect. If the Principal-in-Charge is a registered architect, does the Project Manager also need to be registered?
 - Either the Project Director or Project Manager must meet these requirements, as it is expected that at least one key architectural team member be able to certify and stamp project documents accordingly.
- 7) Is there a timeline available for completing the Phase II environmental site assessment? Is the phase II ESA being completed by the same firm as the Phase I assessment?
 - The Town wishes to use the selected firm's expertise to assist with coordinating a Phase II Environmental Site Assessment for 38 Avenue A if

that is the site selected. The same engineering firm that conducted the Phase I ESA does not necessarily need to be used for the Phase II.

- 8) Regarding the MPLCP Project Deliverables Checklist - Site surveying, geotechnical report, and hazardous materials surveys are to be contracted directly between the professional service provider and the Town outside of the prime design team contract, therefore, the design team submitting the signed checklist is not required to check those items off, correct? Alternatively, is the Town requesting a separate signed checklist to be provided along with the submission for the company providing those specific services (surveying, geotechnical engineering, and hazardous materials survey/report)?
 - The Town is requesting that each of the services included in the “MBLC/MPLCP Required Deliverables Checklist,” located on page 20 of the RFQ, be included in the proposal.
- 9) The program mentions climate resilience as important to incorporate into the project. What level of resilience design is the Town seeking? Specifically, is the Town seeking: a temporary relief space without essential emergency functions (Risk Category III building) versus a critical facility for disaster response with essential emergency functions as a designated public shelter (Risk Category IV). It appears that temporary relief space for heating and cooling situations is the intent, (Category III) but can you please confirm or clarify?
 - The Town is seeking temporary relief space for heating and cooling situations (Category III).
- 10) Can you confirm the following disciplines are required and advise if others are required/anticipated?: MEP/FP, Structural, Civil, Landscape, Code, & Cost
 - Yes, all disciplines listed in the RFQ and/or referenced by the MBLC for the MPLCP level of design are required in the proposal.
- 11) While geotechnical and hazardous materials survey reports are required deliverables on the MBLC checklist, these services are typically secured/coordinated by the Owner and are often excluded from the architect's scope (Professional Liability policies rarely cover such activities). Will these services be by the Owner?
 - All services included on the MBLC checklist in the RFQ should be included in the proposal.
- 12) Are copies of licenses required for the submission or are license numbers sufficient?
 - License numbers are sufficient for submission of the proposal.
- 13) When does the Town anticipate selecting one of the conceptual designs to develop into the final design? Is this roughly between steps 6 and 7 outlined in the Scope of Services?

- Yes, one conceptual design will be selected as the chosen alternative roughly between steps 6 and 7 on the scope of services listed in the RFQ.
- 14) Is a full cost estimate required only for the selected final design, or are separate cost estimates required for the two site options, and each of the three conceptual options?
- Yes, a full cost estimate will only be required for the final design selected. However, the selected firm should be prepared to discuss potential budget ramifications and cost-effectiveness of each of the two sites under consideration, as well as for each of the three conceptual designs developed at the chosen site.
- 15) Can you please confirm what documentation exists, if any, on the existing building and site – as well as the identified “new construction” site at 38 Avenue A – including CAD/BIM files, site surveys, and Hazardous Materials reports?
- All available documentation on the 38 Avenue A site has been included as appendices in the file “[Vacant_Lot_Final_Phase_I_ESA_01302025.pdf](#)” available on the project webpage.
- 16) During the walkthrough, there was discussion about the likelihood that ledge surrounds the existing Carnegie Library. Is it the Town’s expectation that geotechnical engineering services will be carried by the Design Team as part of this submission, and that test pits and/or sub-surface investigations shall be conducted as part of existing site studies? Or is it the Town’s preference that this work be performed during subsequent design phases?
- These services should be included as part of the initial phase of site studies.