



OFFICE OF THE PURCHASING AGENT

TOWN OF ARLINGTON  
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DATE: December 19, 2017

TO ALL BIDDERS

BID NO. 17-60

SUBJECT: Whittemore Park Planning Project

**ADDENDUM NO. 2**

TO WHOM IT MAY CONCERN:

With reference to the bid request relative to the above subject, please note the following:

**ATTACHED QUESTIONS AND ANSWERS FOR THE ABOVE PROJECT.**

**ADDENDUM MUST BE ACKNOWLEDGED WITH BID SUBMISSION.**

All other terms, conditions and specifications remain unchanged.

Very truly yours,

Town of Arlington

Domenic R. Lanzillotti  
Purchasing Officer

**QUESTIONS:**

1. Does the Town require the process to be limited to 6 total meetings? Some approaches to a public process might entail more public meetings than the minimum of two, but the working group meetings would remain important as well; if more than 6 meetings were appropriate for a given strategy, is there a problem in doing so?

2. If a proposed approach to the public process would conclude after June 1, would that be acceptable as long as the plan can be completed and submitted to the Town by the end of August 2018 (per the addendum)? (The end deadline for the project was extended in the addendum, but the end-of-public-process was not.)

3. The final goal of this phase of the project appears to be a final park plan, schematic cost estimate, and schematic construction schedule, but the deliverables reference "25 copies and one unbound version" in a Microsoft-office compatible version and searchable PDF, which sounds as though the intent is to have a narrative report of the process and description of the final design. Is a physical bound report what is desired?

4. In referencing "completion" of past projects - given that this contract is for the design phase only, will projects which have completed their design phase and public process, but for which the municipality has not yet secured construction funding, considered complete? (In some cases the firm's contract may have only covered through the planning phase.) Or is the Town specifically looking for 3 to 5+ completed construction projects? (We're trying to weigh the balance between providing too much, and too little, information in the RFP.)

5. Should firms provide an electronic copy of the proposal as well, or only the paper copies?

**ANSWERS:**

1. The process is not limited to six meetings. The Town is open to a proposed approach to the public engagement process.

2. The Town would like the public meeting process to wrap up by June 2018. We understand if there is additional input from stakeholders, but there should not be any public meetings.

3. The final plan should include a narrative of the process, outcomes, any scenarios explored, recommendations, and schematic costs and schedule.

4. The Town would like to see examples of projects that have been constructed, but is open to examples that showcase completed design work that is under construction or in progress.

5. The Town only requires printed copies.