

TOWN OF ROLESVILLE

502 Southtown Circle (physical)
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Rolesville, North Carolina 27571

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RolesvilleNC.gov



November 30, 2018

Town Hall Masterplan RFP - Addendum 1

The following addendum addresses questions received regarding the Rolesville Town Hall Masterplan RFP. Final submissions are due on Friday December 7 @ 3:00p.m.

Questions and Responses:

1. How many copies are requested and do you want pdf? Please provide 3 hard copies of the proposal and a pdf on cd/dvd or flash drive.
2. How many copies of the proposal will you need? Hardcopies or digital? Is the page limit 10 pages total or 10 pieces of paper front and back? Submittal shall be 10 pages. You can use both front and back in providing information regarding experience and project related information. The resumes and certificate of insurance is not part of this page count.
3. Can you please define "project proposal price" in the first paragraph on the second page and clarify what you are looking for here? Designers have been requested to provide a proposal for services related to the Masterplan. The project will be exempt from the Mini-Brooks Act due to estimated design fees related to the Masterplan and following projects is expected to be less than \$50,000. Please refer to the scope of work in the RFP.
4. Do you have a schedule or budget in mind for this effort? As noted above it is estimated that design fees will be less than \$50,000 for the Masterplan and any subsequent construction designs related to renovations. It would be the desire of the Town to have a contract negotiated and issued before the end of January with Masterplan being completed by the end of February 2019.
5. Is there any anticipated site work as part of this effort? Please refer to the scope of work in the RFP. The proposal should consider any site visits and meeting necessary to gather information related to current space and occupation, review with management and directors regarding space need and usage, as well as review of facilities and identification of existing layouts and equipment.
6. Are you looking to expand the building or to reorganize the spaces within the building? Please refer to the scope of work in the RFP. At this time the design will be limited to review and reorganization of the

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space within to provide opportunities for expansion of office space while keeping the public spaces available for use.

7. Please provide us with the Standard Agreement for Professional Services, and include us in any addenda that have been or may be issued for this RFQ. [a copy of the Standard Form of Agreement is attached.](#)
8. Are SF254 forms required? [No, these are not required at this time.](#)

Thank you for your continued interest in the project. Your time and efforts are greatly appreciated.

Sincerely,

Glenn Sheppard, Public Works Director
Town of Rolesville
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