



**Request for Qualifications (RFQ)  
Architectural and/or Engineering Services  
Masonic Lodge Redevelopment  
Town of Manchester by the Sea, Massachusetts**

**ADDENDUM #1**

**RFQ DUE DATE: Thursday, January 23, 2025 @ 11:00am**

**The following question was raised by a potential respondent. The Town's response to the question is as follows:**

*Q1: Is FF+E part of the scope? The rfp makes no mention of this, but we would like to confirm.*

A1: The exact scope of services agreed upon by the Town and the selected designer will be negotiated. If FF&E selection is a service that can be provided, it would likely be advantageous to discuss in the proposal.

*Q2: The RFP does not clearly indicate what subconsultants are required. We assume MEPFP and Structural Engineering are required but are unsure about site related scope. Can you confirm if the following disciplines will or may be required?*

*Landscape Architecture, Civil Engineering, Land Surveying, Geotechnical*

A2: The exact scope of services agreed upon by the Town and the selected designer will be negotiated. If these services can be provided, it would likely be advantageous to discuss in the proposal. The Town would anticipate landscape architecture and site grading would be necessary for the project. The Town would also anticipate that the existing utilities would be reused if the existing are properly sized for the proposed final configuration. The Town does not have subsurface (geotechnical) information to provide for the areas of the proposed additions; the Town would defer to the consultant whether this information is necessary for the proposed additions. The Town has an existing survey for the site that will be provided for use on the project.

**YOU MUST ACKNOWLEDGE THIS ADDENDUM IN YOUR SUBMISSION**

Greg Federspiel, Town Administrator  
Chuck Dam, PE Director of Public Works  
Nathan Desrosiers, PE Town Engineer & OPM