



City of Concord, New Hampshire

PURCHASING DEPARTMENT

CITY HALL, 41 GREEN STREET

CONCORD, NH 03301

(603) 225-8530

FAX: (603) 230-3656

April 19, 2007

ADDENDUM NUMBER ONE

RFP47-07

RECREATIONAL PLANNING AND ENGINEERING DESIGN SERVICES WHITE PARK

TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the proposal and contract documents and technical specifications for the project named above. The following additions, changes and clarifications are made to the original proposal documents:

- 1. Attachment A-Proposal Evaluation Form.** Attachment A, Proposal Evaluation Form, inadvertently left out of the City's Request for Proposals is provided as an enclosure to this addendum.
- 2. Mandatory Pre-Proposal Meeting Sign-In Sheet.** The sign-in sheet from the mandatory pre-proposal meeting held on April 19, 2007 at 1:00 pm in the 2nd floor conference room of City Hall is provided as an enclosure to this addendum.

PLEASE BE ADVISED THAT THE CONSULTANT MUST ACKNOWLEDGE RECEIPT OF ADDENDUM ONE AS PART OF THE PROPOSAL SUBMISSION.

CITY OF CONCORD, NEW HAMPSHIRE

DOUGLAS B. ROSS
PURCHASING AGENT

CITY OF CONCORD
PURCHASING DIVISION
MANDATORY PRE-PROPOSAL SIGN-IN SHEET
RECREATIONAL PLANNING AND ENGINEERING DESIGN SERVICES-WHITE PARK
RFP NO. RFP47-07 DATE: 4/19/07 TIME: 1:00 PM

ATTENDEES

| PRINTED NAME | COMPANY NAME (Representing) | TELEPHONE # (Including area code) | FAX # | E-MAIL |
|-----------------------------|---|--------------------------------------|---------------------|-------------------------------------|
| 1. <u>Doug Foss</u> | <u>City of Concord - Purchasing</u> | <u>603-225-8530</u> | <u>603-230-3656</u> | <u>dross@concord.com</u> |
| Mailing Address: | <u>41 Green Street Concord, NH 03301</u> | | | |
| 2. <u>Ben Gary</u> | <u>Marshall Gary 20 Cobble Hill - Suite 100 Woburn MA 01801</u> | <u>617-699-6644</u> | <u>781-935-0165</u> | <u>bgary@mgara.com</u> |
| Mailing Address: | | | | |
| 3. <u>Jeffrey S. Murray</u> | <u>CMA Engineers Inc</u> | <u>603-431-6196</u> | <u>603-431-5376</u> | <u>jmurray@cmaengineers.com</u> |
| Mailing Address: | <u>35 Bow Street Portsmouth NH 03801</u> | | | |
| 4. <u>JEFFREY HILAND</u> | <u>IRONWOOD DESIGN</u> | <u>603-772-0590</u> | <u>603-772-0579</u> | <u>HILAND@IRONWOOD.COM</u> |
| Mailing Address: | <u>P.O. Box 1033 EXETER, NH 03833</u> | | | |
| 5. <u>Brian Goetz</u> | <u>Weston & Sampson</u> | <u>195 Hanover St.</u> | <u>603-437-3937</u> | <u>goetz@wiseinc.com</u> |
| Mailing Address: | <u>Portsmouth, NH 03801</u> | | | |
| 6. <u>JOHN McMECKING</u> | <u>KAESTLE BOOS ASSOC.</u> | <u>603-766-1965</u> | <u>603-766-4965</u> | |
| Mailing Address: | <u>1 NEW HAMPSHIRE AVE, STE. 105, PORTSMOUTH, NH 03801</u> | | | <u>jmcmeking@kba-architects.com</u> |
| 7. <u>Janet Schofield</u> | <u>Rec + Park advisory</u> | <u>603-224-2934</u> | | <u>jsncrd@aol.com</u> |
| Mailing Address: | <u>59 Little Pond Rd Concord NH 03301</u> | | | |

ATTENDEES

- | PRINTED NAME | COMPANY NAME
(Representing) | TELEPHONE #
(Including area code) | FAX # | E-MAIL |
|--|----------------------------------|--------------------------------------|--------------|--------------------------------|
| 8. David Gill | Concord Rec Dept | 225-8690 | 229-1885 | dgill@concord.com |
| Mailing Address: 1 White Street, Concord NH 03301 | | | | |
| 9. MATTHEW ROUTHIER | ALLEN'S MAJOR ASSOC INC | 627-5500 | 627-5501 | mrouthier@allenmajor.com |
| Mailing Address: 250 COMMERCIAL ST SUITE 1001 MANCHESTER, NH 03101 | | | | |
| 10. PUL JEOPON | PREMANN HOLDING + PARTNER (PLIA) | 617-350-0450 | 617-350-0215 | PREMANN@CHIRP.COM |
| Mailing Address: 300 A WINTER PRESTON, MA. 02210-1710 | | | | |
| 11. SCOT BOUBIER | SCOT BOUBIER KING | 888-8463 | 505-7877 | SB@BOUBIER.COM |
| Mailing Address: 100 REARMEER ROAD, NASHUA, NH 03063 | | | | |
| 12. Steve Kleinman | Copley Wolff Design Group | 617-654-9000 | 617-654-9002 | skleinman@ copley-wolff.com |
| Mailing Address: 160 Boylston Street, Boston, MA 02116 | | | | |
| 13. Bill Hickey | HL TURNER GROUP | 228-1122 | 228-1126 | BHICKEY@HLTURNER.COM |
| Mailing Address: 27 Locke Ro. Concord NH 03301 | | | | |
| 14. Pam Shadley | Shadley Associates | 781-862-8809 | 781-862-2687 | pshadley@shadleyassociates.com |
| Mailing Address: 1730 Massachusetts Ave, Lexington, MA 02420-5301 | | | | |
| 15. Tim Higginson | Lewis Berger Group Inc | 603-644-5200 | 603-644-5200 | thigginson@lewisberger.com |
| Mailing Address: 104 Elm Street Manchester, NH (603) 644-5200 for 644-5220 | | | | |

ATTACHMENT A
PROPOSAL EVALUATION FORM

FIRM: _____ DATE: _____

PROJECT: RFP47-07, Recreation Planning and Engineering Design Services-White Park

DEPARTMENT/DIVISION: CDD, ENGINEERING SERVICES

| RATING CATEGORY | WEIGHT | RATING | SCORE |
|--|--------|--------|-------|
| <u>Proposal:</u> | | | |
| Requested Documents Submitted | 5 | | |
| Time Line/Schedule | 10 | | |
| <u>Project Team:</u> | | | |
| Relevant Experience | 10 | | |
| Technical/Professional Qualifications and Skills | 10 | | |
| <u>Firm/Organization:</u> | | | |
| Record of Satisfactory Performance | 10 | | |
| Experience and Qualifications | 10 | | |
| Staffing Plan | 10 | | |
| Adequate Financial Resources | 5 | | |
| Total: | | | |

Rating Scale: Rate Each Category on a Score of 0-10 - Unacceptable 0, Average 5, Excellent 10

Score: Multiply the Weight by the Rating to determine the Score for each Category. Add the Scores for all Categories to determine the Total Score. The vendor with the highest Total Score is awarded the contract.