



City of Concord, New Hampshire

PURCHASING DEPARTMENT

CITY HALL, 41 GREEN STREET

CONCORD, NH 03301

(603) 225-8530

FAX: (603) 230-3656

June 20, 2008

ADDENDUM NUMBER TWO

RFP 38-08: CITY HALL CAMPUS NEEDS ASSESSMENT AND SPACE PLANNING STUDY

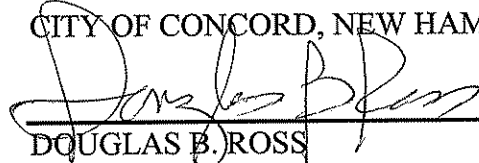
TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the RFP and contract documents and technical specifications for the project named above. The following changes, additions and clarifications are made to the original Contract Documents. The following also serves as minutes of the Non-mandatory Pre-bid Meeting which was held on June 13th at 10:00AM at Concord City Hall.

1. **Attendees:** A list of attendees is attached.
2. **Proposal Date:** Proposals are due on June 27, 2008 at 2 PM to the City Purchasing Office, City Hall, 41 Green Street, 1st Floor. Proposals must be received by mail, hand delivery, or courier service. Faxed proposals will not be accepted.
3. **2002 City Facility Needs Assessment:** In 2002, the City commissioned a consultant team lead by Dubois & King, Inc. to complete a facility assessment of all City owned properties. This assessment was geared towards identifying deferred maintenance items as well as prioritization of repairs. Pertinent excerpts of this assessment are attached. Please note that the City has made significant progress on implementing several of the recommendations of this report for each building discussed. Please see the attached excerpts from this report for more information.
4. **Project Budget:** The City's budget for this project is \$45,000
5. **Available Building Plans (Prints and AutoCAD):** Please see the summary below of available plans for each of the buildings included as part of this study. The majority of information available is non-electronic. However, the City does have electronic floor plans for the Library Building.

City Hall	Description	Year
	Original Building Plans & Renovations	1903, 1951-53, & 1975-76
	Plot Plan / Boundary Survey	1976
	Renovations	1957
	Electrical Modifications	1961
	Electrical Modifications	1962
	Roof Repairs	1988
	Renovations	2000
	Third Floor Layout	2000
	HVAC	1998
Police Station / City Hall Annex	Description	Year
	Booking / Locker Room Renovations	2003
	Steel Fabrication Plans	1974
	Electrical / Mechanical Drawings	1974
	Renovations	1997
	Building Plans	1974
Library	Description	Year
	Plot Plan	1938
	Floor Plan - Reference Renovations	1938
	Parking Lot	1990
	Renovations	1990
	Architectural Plans	1999
	Exterior Site Improvements / Landscaping	2003
	HVAC	2003 / 2004
	Electronic Floor Plans - J. Stewart Roberts	2007
Green St. Community Center	Description	Year
	Locker Room Renovations	1996
	Alterations / Electrical System	1962
	Floor Renovations	1963
	Fire Escape	
	Handicap Ramp	1982
	Emergency Exit	1984

**PLEASE BE ADVISED THAT THE CONTRACTOR MUST ACKNOWLEDGE
RECEIPT OF ADDENDUM ONE AND TWO ON THEIR PROPOSAL SHEET.**

CITY OF CONCORD, NEW HAMPSHIRE



DOUGLAS B. ROSS
PURCHASING AGENT

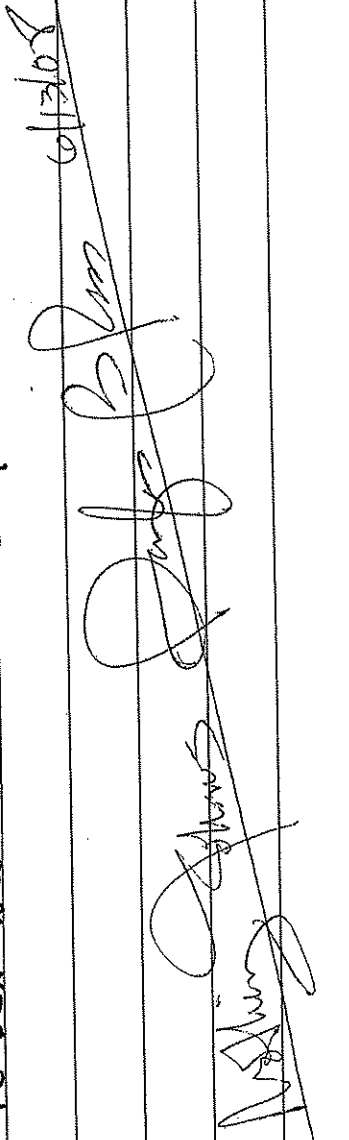
ATTACHMENTS

- Attendance sign-in sheet for mandatory pre-bid meeting.

CITY OF CONCORD
PURCHASING DIVISION
NON-MANDATORY PRE-PROPOSAL MEETING SIGN-IN SHEET
CITY HALL CAMPUS NEEDS ASSESSMENT AND SPACE PLANNING STUDY
RFP NO. RFP38-08 DATE: 6/13/08 TIME: 10:00 AM

ATTENDEES

PRINTED NAME	COMPANY NAME (Representing)	TELEPHONE #	FAX # (Including area code)	E-MAIL
1. Doug Ross	CITY OF CONCORD - PURCHASING	603-225-8530	603-230-3656	dross@concord.com
Mailing Address:	CITY HALL, 41 GREEN STREET, CONCORD, NH 03301			
2. CAROL ANN CARLSON	ANN CARLSON ARCHITECTURE	225-3615	225-5266	CARLANN@ANNCARLSON.COM
Mailing Address:	CITY OF CONCORD NH 03301			
3. Matt Walsh	CITY OF CONCORD	603-225-8545	225-8558	Mwalsh@concord.com
Mailing Address:	41 Green Street Concord NH 03301			
4. PENTIE BOLDON	CHRIS WILLIAMS ARCH. (603) 279-6513	279-5666		PBOLDON@CWARCHITECTS.COM
Mailing Address:	PO BOX 703 MEREDITH, NH 03251		526 9309 FAX	
5. ERIC PALSON	SHEERIE McCRYSTAL PALSON ARCHITECTURE	603 526 9347		EPALSON@SHEERIE.COM
Mailing Address:	PO BOX 1500 224 MAIN ST., NEW CONCORD NH 03229			
6.				
Mailing Address:				
7.				
Mailing Address:				


 Jeffrey P. Ross
 6/13/08