



Request for Proposals (RFP)
Planning Services for Hazard Mitigation Plan Update
Town of Manchester by the Sea, Massachusetts

ADDENDUM #1

RFP DUE DATE: Wednesday December 18, 2024 at 1:00PM

The following questions were raised by potential respondents. The Town's responses to the questions are as follows:

Q1: Would the Town consider increasing the not to exceed maximum design fee?

A1: The designer fee with a not to exceed maximum of \$29,700 will be increased to a not to exceed maximum of \$36,000. The new not to exceed maximum designer fee will be \$36,000.

Q2: We just wanted to confirm that a PE or Architect is actually required for this HMP update project?

A2: A PE or architect is not required for this planning effort.

Q3: Will the Town be hosting a pre-bid meeting?

A3: No pre-bid meeting will be held

Q4: Will the Town consider out of state contractors or do you have a local firm in mind for this project?

A4: Yes, the Town would consider an out of state consultant. The Town prefers face-to-face meetings supplemented by virtual meetings.

Q5: Would the Town consider electronic proposal submission?

A5: The Town will not accept electronic submissions.

Q6: Does the Town have GIS layers to provide to the contractor of existing critical facilities; current and future planned land use; hazard layers (particularly those used in the enhanced vulnerability and risk assessment updated in 2017)?

A6: Town GIS can be found at https://www.axisgis.com/manchester_by_the_sea/ma/. All available layers are viewable by the public.

Q7: Since the existing plan is expired, would the Town consider adoption prior to submission to MEMA/FEMA review?

A7: It would be considered.

Q8: Has the town completed annual reviews as described in the last HMP update? If so, can you provide the annual reviews as part of this procurement?

A8: Annual reviews were not completed.

YOU MUST ACKNOWLEDGE THIS ADDENDUM IN YOUR SUBMISSION

Nathan Desrosiers, PE Town Engineer
Chuck Dam, PE, DPW Director