

Date: 6/23/2026

Town of Wendell

Town Hall Shell Space Build-Out Design RFQ

RFQ #677-TM26-09

Addendum No. 1

The purpose of this addendum is to answer questions received during the open question and answer period. All other terms and conditions given in this Request for Qualifications are in full force and effect.

QUESTIONS & ANSWERS

1. I want to clarify that the shell space, which is our scope of work for this project, is about 2,000 SF. **Yes, that is correct.**
2. Is it a typical office with a grid and tile ceiling, or will there be any specialty ceilings or open ceiling design? **This is typical office space with a grid and tile ceiling.**
3. What consultants outside of architectural will be needed? I would assume plumbing, mechanical, and electrical. It appears that the building is sprinklered. Do you want us to include fire protection design? Or would that be a design-build? Lastly, would there be anything designed/added that would require the need for structural design? **Plumbing, mechanical, and electrical will need to be included. Fire protection will need to be included, as it will not be a design-build. Nothing additional will be added to the facility. Simply finishing the shell space that currently exists.**
4. It appears the scope of the project is limited to the 2nd floor; no work on the 1st floor or exterior of the building-correct? **Correct.**
5. We will be teaming with an engineering partner for MEP services, but do not anticipate any structural services-is that in keeping with the current project scope? **Yes.**
6. The RFQ references "high performing in energy and water use". Is the Town looking to meet any LEED or specific energy performance criteria? **No.**
7. After you have received responses to the RFQ, what is the process and timeline to select your design team? **The goal would be to make a selection within 30 days of the RFQ submittal date.**

8. Is there existing HVAC serving the space? If so, can you tell us what is there and whether diffusers are present already? **There is, but it is not currently configured for offices. In short, everything right now is set up to keep pipes from freezing etc., and it is not set up for comfort. This is the same HVAC unit providing conditioned air upstairs; they just do not have the VAV/FPB boxes with heat strips/dampeners installed like you would if this was truly office space, as with the rest of the floor. Currently, only 1 dampener in the shell space is monitored. As this is built out, we would need that ability added into the workspace areas consistent with elsewhere in the building.**
9. If we need to design a new unit, what type is currently used in the building, and are there any special requirements? **All existing units are Trane. The current unit (we believe) was sized to accommodate the future growth of the shell space minus the VAV's and extra dampening.
(Model #TED330BEB16C2D340000000H0B0MK0R000000000)**
10. Will there be any plumbing requirements (Restroom, break room, water cooler) in this space? **For right now, there will be no additional plumbing/water needs for this space.**
11. Could you outline the electrical scope a little more? Are there existing lights, wall outlets, and floor outlets, or will our design incorporate all of those items? Is there an existing subpanel serving the space, or will we need to design a new sub off of the main? If a subpanel exists, what is the size (100-amp, 200-amp, etc.)? **There are no floor receptacles. Design will incorporate additional wall outlets and switches. The existing lighting is all powered by one switch except the makeshift file room and electrical room. There is a 250 subpanel that serves the empty shell space.**
12. For interior finishes, can you tell us in general terms what the floors, walls and ceilings will be finished with (for example: carpet/ lvp on floor, paint on walls, lay-in ceiling)? **Floors are carpet squares in the offices and hallways. Walls are drywall with paint, which includes one accent wall with a different color. Ceilings are grid panels. Doors are wood with large glazing panels**
13. Does this project have a schedule? If so, can you share that information with me? **Design will be completed in FY27, and construction is slated for FY28.**
14. Which subconsultants are expected to be carried by the Design Consultant? **The design consultant is expected to carry any subconsultants needed to complete the task.**
15. The scope of work describes "concept design" and "construction documents". Is it assumed the project will go directly from concept to construction documents? **The design process will follow the typical path of schematic drawings, to design development, to construction drawings and specifications.**

16. How will the project be managed? Self-performed management? Third-party PM? **This has not been determined at this time.**
17. What is the delivery method for construction? (Design-Bid-Build, CM at Risk, etc.) **Design-Bid-Build**
18. Has a preliminary project schedule been prepared? **No. Design will be completed in FY27, and construction is slated for FY28.**
19. Is the cost of furniture included within the construction budget? **Yes.**
20. The RFQ lists examples of the types of rooms the fitout space would include, which are all typical office-type spaces. We want to confirm that no specialty spaces or subtenant-type arrangement would be desired; i.e., we can utilize the base building systems as provided for, and the fit-up would not include specialty spaces like a commercial kitchen, heavy AV needs (media studio, etc), or other atypical uses. **The design does not include any specialty spaces.**
21. Following the question above, we'd want to confirm/discuss any requirement for separate HVAC, generator tie-in, UPS power, or other PME approach not following the provisions for the shell space. **This is addressed in questions #8 and #9 above.**