

Town of Needham
Commercial and Residential Growth Impact Study
19GEN181G

Notice to All Prospective Bidder

Bids Due	11:00 a.m. Monday, March 25, 2019
----------	------------------------------------------

ADDENDUM #1 RELEASED (MONDAY, MARCH 18, 2019)

The Town is releasing this addendum to respond to questions received:

Question 1: Does the report described in the Statement of Work require one report covering the time period to be analyzed ending in 2020 or a time-phased analysis by either individual years or groups on combined years?

Response: The Town assumes a summary report not a year by year report.

Question 2: We have reviewed the Town's answers to questions regarding the original RFP for this project (19GEN143G) issued on Feb. 22, 2019. Have the answers to any of these questions changed with this rebid of the project?

Response: No (prior responses are attached).

Question 3: It may be difficult to provide quantitative answers to a small minority of the Town's questions for consultants. In limited instances, would the Town find a more qualitative approach satisfactory?

Response: The Town is open-minded as to the approach that a respondent may use. The proposals will be reviewed independently and then a composite rating will be done.

Question 4: What GIS layers could the Town make available to a consultant for this project? If necessary, could the Town refer a consultant to regional organizations that might be able to provide additional GIS layers?

Response: There are approximately 20 data layers that are posted for the public at <http://needhamma.gov/index.aspx?NID=2795>. We are uncertain how to respond to the second question. You may make recommendations of other resources that may be available for which the Town is unaware.

The above information was prepared by or in consultation with: **Kate Fitzpatrick, Town Manager; Benjamin Anderson, GIS Administrator; David Davison, ATM/Director of Finance/CPO**

Bidders are reminded to acknowledge receipt of any and all addendums.

Town of Needham
Commercial and Residential Growth Impact Study
19GEN143G

Notice to All Prospective Bidder

Deadline for written questions	12:00 p.m. Wednesday, February 20, 2019
--------------------------------	-----------------------------------------

ADDENDUM #1 RELEASED (FRIDAY, FEBRUARY 22, 2019)

The Town is releasing this addendum to respond to questions received:

Question 1: What level or degree of analysis does the Town expect for examining the traffic impacts of growth? Do you want a quantified, detailed traffic analyses (with operation of specific intersections under various future scenarios)?

Response: The Town is not expecting the consultant to provide detailed traffic studies of specific intersections. The Town is looking for the consultant to review previous traffic studies, and to review build out scenarios in order to provide an opinion of the theoretical impact of growth on traffic.

Question 2: What existing traffic data or traffic studies are available to use in this study and if there are specific intersections of concern to the town?

Response: The Town has fairly recent traffic studies of commercial areas that can be provided to the selected consultant which includes Chestnut Street, Greendale Avenue, Highland Avenue, areas in Needham Crossing and possibly Mixed Use Rte. 128.

Question 3: What is the current status of the NBC Universal project?

Response: NBCU reports that they are planning on a certificate of occupancy by September 30, 2019.

Question 4: Have you received any residential proposals within the MU-128 Overlay District?

Response: The Town has heard from developers that they have not been able to assemble enough square footage to make housing development possible in this zone. That is unlikely (although not impossible) to change any time soon.

Question 5: We understand that McKibben Demographic Research is working with the school board to determine demographic trends related to future school needs. Will McKibben be assessing the school impact for the Accessory Dwelling Units or will the Needham 2025 consultant be producing the impact figures?

Response: The Town expects McKibben to comment on demographic changes relative to Accessory Dwelling Units. The Town would expect the selected consultant to review and comment on those projections.

Question 6: The Scope repeatedly refers to the need for new school facilities. Does the School Department have a current (FY2019) or recent (FY2018) enrollment forecast? Is the Superintendent open to and available for interviews and/or other involvement with the

Town of Needham
Commercial and Residential Growth Impact Study
19GEN143G

Consultant regarding current facility capacities, and budget and enrollment trends and forecasts?

Response: The School Department produces an annual school enrollment forecast. The current consultant for this work is McKibben Demographic Research.

Question 7: Completion of the Scope will require extensive involvement of department heads and other Town staff. What level of cooperation can be expected?

Response: We are not certain how to measure level of cooperation. The Town's Department Heads are very cooperative and this study is a priority of the Select Board.

Question 8: What other related studies, reports, forecasts, etc. are available to assist the Consultant get up to speed on the status of the several areas referenced in the Scope?

- i. Does the Town have an updated Capital Improvement Plan or a projection of future infrastructure projects to work from?
- ii. Does the Town have an updated set of GIS layers that show water and sewer pipes, sizing, and age?
- iii. Does the Town have recent traffic counts or traffic studies at key intersections where development may locate in the future? Any data or information the Consultant can use as a baseline?
- iv. Does the Town have a recently approved Housing Production Plan?
- v. Does the Town have an updated Facilities Plan (e.g. FY2018) that discusses current capacity and deficiencies of public buildings?

Response:

- i. Does the Town have an updated Capital Improvement Plan or a projection of future infrastructure projects to work from? **Yes the Town annually updates its five year Capital improvement plan and makes it available on the web site. The most current plan is for the FY2020 – FY2024 time period. Here is the link <http://needhamma.gov/index.aspx?nid=4716>**
- ii. Does the Town have an updated set of GIS layers that show water and sewer pipes, sizing, and age? **The Town's water and sewer infrastructure data has not been consistently updated since the data was created in 2000. However, the data is available, in its current state, for export to the selected consultant.**
- iii. Does the Town have recent traffic counts or traffic studies at key intersections where development may locate in the future? Any data or information the Consultant can use as a baseline? **Yes, please refer to the response to question 2.**
- iv. Does the Town have a recently approved Housing Production Plan? **The Town has a Housing Plan but not a Housing Production Plan. The plan is available on the web site. Here is the link <http://needhamma.gov/index.aspx?nid=1476>**

Town of Needham
**Commercial and Residential Growth Impact Study
19GEN143G**

- v. Does the Town have an updated Facilities Plan (e.g. FY2018) that discusses current capacity and deficiencies of public buildings? **The most current facilities master plan was completed in 2014; the previous report was completed in 2006. The 2014 document is available on the web site. Here is the link to the page that has all sections of the report <http://needhamma.gov/index.aspx?nid=2119> The N2025 report is anticipated to be one of the reference materials that the Town will provide when the Town seeks an updated facilities master plan. The preliminary timeline for an updated plan is 2022.**

Question 9: Will the Consultant have access to the Town's full detailed Assessment Database?

Response: The Town will provide assessment data to the selected consultant. The Town is able to export some but not all property data.

Question 10: The October 2018 Town Meeting Warrant Article budgeted \$75,000 for this study. Is this the total budget available is there additional funding for the project?

Response: The Town does not deem this question as relevant to the procurement process. Bidders should submit professional proposals that address the scope of services and offer their most competitive price.

The above information was prepared by or in consultation with: **Kate Fitzpatrick, Town Manager; Benjamin Anderson, GIS Administrator; Alexandra Clee, Assistant Town Planner; Chip Davis, Director of Assessing; David Davison, ATM/Director of Finance/CPO; Roger MacDonald, Director of MIS; Lee Newman, Director of Planning and Community Development; Tatiana Swanson, Finance and Procurement Coordinator.**

Bidders are reminded to acknowledge receipt of any and all addendums.