



**Request for Qualifications: Designer Services for the  
Hudson Public Library, MA  
Addendum 1  
July 17th, 2025**

**Proposal Due Date: Tuesday July 24, 2025 – 2:00 PM**

**ADDENDUM NO. 1**

Included in the Addendum 1 Document (1 pages):

1. Update to submission requirements
2. Key Project Facts (shared at Pre Bid Walkthrough Session)
3. Questions and Answers from potential bidders, received by July 15, 2025.
4. Attendees list from the briefing session on July 14, 2025.

**UPDATE TO SUBMISSION REQUIREMENTS:**

- a) The design goals for Hudson Library are:
  - i) MBE: 5.2%
  - ii) WBE: 10.2%
  - iii) VBE: 3.0%

SDO's Municipal Construction Programs Guidelines, available on the SDO website, includes directions for bidding and contract templates for the Letter of Intent and Schedule for Participation.

There is no limit to the number of pages in the proposal. Designer shall complete the Standard Designer Application Form attached. The Town would also like resumes in standard resume format in the proposal for the team members, Standard Designer Application Form and attachments (Certificate of non Collusion, Tax Certification, Conflict of Interest, Statement On MGL And Building Code, Acknowledgement Of Addenda, Certificate Of Corporate Authority).

**KEY PROJECT FACTS (Discussed at Pre-Bid Walkthrough Session)**

- a) Project Schedule:
  - Project Details have been posted to the Central Register as well as and the local paper.
  - Wednesday July 9, - RFQ available
  - Monday July 14, 9 am – Pre-Bid Walkthrough of library; Tuesday July 15, 2 pm – bid questions due
  - **Thursday July 24, 2 pm – proposals due**

- Thursday July 31 Tentative – Potential interviews with shortlisted candidate firms.

b) Procurement Information:

- Any questions or Requests for Information regarding this RFQ should be directed to Deepa/ CHA Solutions (OPM) at [DVenkat@chasolutions.com](mailto:DVenkat@chasolutions.com). All parties who are on record as having received a copy of the RFQ will be notified of any published answers to substantive questions. Questions are due by Tuesday, July 15<sup>th</sup>, 2025 at 2pm.
- Bidders shall promptly notify the contact specified in the Advertisement via written request for information (RFI) of any ambiguity, inconsistency, or error which they may discover upon examination of the RFQ, the site, and local conditions.
- Bidders requiring clarification or interpretation of the RFQ shall make a written request for information (RFI) as specified in the Advertisement. The Awarding Authority may answer such requests if received before the bid date and/or within the time as specified in the Advertisement. The Awarding Authority has no obligation to respond to the written requests.
- Interpretation, correction, or change in the RFQ will be made by written Addendum which will become part of the RFQ. Neither the Awarding Authority nor the OPM will be held accountable for any oral interpretations, corrections, or changes.
- Questions must be submitted in writing.
- Copies of addenda will be submitted via email to those who requested the RFP. **Hard copies of the addenda will not be forwarded.** The bidder is solely responsible for reviewing all addenda.
- 9 copies of the proposal shall be submitted, and 1 digital via USB. All Bids shall be submitted physically and received no later than the date and time specified.
- Deliverables for this project are based on the MPLCP Level of Design requirements.
- This project is funded by the MBLC. The project will have project specific MBE, WBE, VBE goals.

c) Key Project Facts, goals and other items discussed at the walkthrough:

- Aileen led a walkthrough of all floors and identified area of concern of the Library Building Committee, the Library Director and the needs of the community.
- Aileen noted the settlement symptoms, ongoing movement, electronic sensors installed for monitoring,



- Meeting and program spaces are too few, too small, and need tech-ready access.
- Multi-use, flexible space that can be used throughout the day is desired.
- Limited space currently restricts participation in library programs, ability to quietly study or receive tutoring services, or adequately meet as a group.
- Better access is needed for deliveries and unloading trucks
- Better access entering and exiting the Library and restrooms is needed for patrons, families, people with physical disabilities

Reference Documents are available to the design team: library building program and conditions assessment can be accessed via this link on the Town's website

<https://townofhudson.org/899/Hudson-Public-Library-Building-Project>

**BIDDER QUESTIONS AND ANSWERS (18 TOTAL)**, The items are listed in the order they were received. Some may appear more than once, as they have been requested by multiple parties.

**Q1:** Do you need more meeting rooms?

**A1:** Yes, Meeting and program spaces are too few, too small, and need tech-ready access.

**Q2:** Do you need more space?

**A2:** Yes, Multi-use, flexible space that can be used throughout the day is desired. Adequate storage space is needed as well.

**Q3:** Do you have any flooding issues with the systems?

**A3:** No flooding, there has been water issues due to the mechanical systems.

**Q4:** Are there enough workspaces?

**A4:** No, we need more workstations, especially for staff who work on off-desk projects or need to meet with staff and others privately.

**Q5:** What is the size of the collection?

**A5:** Approx 140,000-160,000 but under 200,000. The collection will grow. FY24 total holdings materials (print, audiovisual, electronic format, microfilm, Library of Things, etc.) reported to MBLC is 298,467.

**Q6:** When were the windows replaced?



**A6:** The grant came in 2010, but not sure if all the windows were replaced. In 2011, the Library upgraded and replaced 130 windows.

<https://www.metrowestdailynews.com/story/news/2011/09/16/new-windows-for-hudson-library/37922566007/>

**Q7:** Any historic restoration?

**A7:** Maintain the exterior façade of the building along Washington Street; interior modifications can be made as necessary and with the guidance of the Town and/or the Historical Commission to meet program requirements.

**Q8:** What about the parking lot?

**A8:** There are a few dedicated parking spaces for library staff; the majority of parking is available for public use. MBLC program has determined a required parking count. The scope shall align with the MPLCP Level of Design Requirements. We will also need to review Town's zoning bylaws for parking.

**Q9:** Would you relocate the library during construction?

**A9:** Correct. It's not feasible for the Library to operate during renovation and construction at its location. The Library will have to relocate and coordinate alternate locations.

**Q10:** Do you do outdoor programs?

**A10:** Yes. We use Liberty Park, the space next to us. However, it is Town property and we must submit a permit request to access this space. The Library would like to have its own accessible outdoor space.

**Q11:** Is parking an issue?

**A11:** It depends. Weekends tend to be more challenging and whenever there is a Town event or protesting going on.

**Q12:** We understand and are familiar with the MPLCP Level of Design requirements. However, can you please clarify which consultants/engineers you expect to be part of the Architect's team and included within our proposal (and the stated \$130k fee) and which will be retained by the Owner/Town? In our experience, several consultants (surveyor, geotechnical engineer, hazardous materials consultant, etc.) and their corresponding deliverables are typically retained directly by the Owner/Town.

**A12:** Fee will be negotiated with the 1<sup>st</sup> ranked firm. There is a budget established for the Design Fee of \$130,000, which includes the Architect, MEPFP engineer, Structural, Landscape, Civil, Geotech and Energy Model work. The project will need to include Hazardous Materials Survey and Site Survey for the submission. The scope shall align with the MPLCP Level of Design Requirements. It is the town's preference that these scope items are included in the design team contract. Additional funds have been



allocated for these items. If the design team chooses not to include these items, the Town will solicit for them separately.

**Q13.** For services listed under the MBLC Level of Design Required Deliverables, will the geotechnical report, hazardous materials testing and land survey be handled by the owner? Or are those items to be provided as part of the A&E services?

**A13.** Refer to the response to Question 12.

**Q14.** Are there existing building documents which can be provided to the applicants?

**A14.** There are no existing plans available. We will share available documents with the selected designer. We understand that the selected designer will need to create exterior elevations and plans for this part of the scope.

**Q15.** Can you confirm the Owner's budget for design service fees for this phase?

**A15.** Refer to the response to Question 12.

**Q16.** Can you confirm if there are specific sustainability goals for the project, like a target LEED level and/or pursuing the MBLC's Green Library Incentive?

**A16.** As part of the MBLC requirements, we will study sustainability incentives and options. Your scope of work includes reviewing the Green Library incentives and well as meeting with Mass Save.

**Q17.** Can you elaborate on the comment from the walkthrough about the Owner's goals for the ARPA funding for heat pumps and how it ties into this project? Is the Owner's intent that the installation of the heat pumps be completed by contractor before the June 2026 deadline mentioned?

**A17.** The library has ARPA funding allocated for design and installation of heat pumps. The goal is to complete the system design during this phase and be ready for installation, ensuring the funds are committed and/or used before the June 2026 deadline.


**Q18.** When was the elevator installed?

**A18.** Elevator was installed in the 1990s. The current elevator is noisy and needs upgrades. It is disruptive to patrons studying or any programs taking place in the McLellan Room. The elevator is also located on the opposite side of the parking lot making accessibility an ongoing challenge.




**ATTENDEES LIST from the briefing session on July 14, 2025  
(6 page total)**

Attendees not signed in include (All parties represented by Hudson Library):

**SIGN IN SHEET**  **Pre-Proposal Briefing**

Project: Hudson Public Library  
Date: 7/14/25, 9am  
Place: Hudson Public Library, 3 Washington Street, Hudson, MA 01749



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**END OF ADDENDUM 1**

