



Town of Lincoln  
**Campus Master Plan Committee**

6 Ballfield Road  
Lincoln, Massachusetts 01773  
781-259-2623

**Buckner M. Creel**  
**Administrator for Business and Finance**

July 7, 2015

**Addendum #2 to  
Request for Qualifications  
For Designer Services For a  
Campus Master Plan Study**

**This Addendum is issued only to the finalists approved by the Campus Master Plan Committee (CMPC).**

**Proposal request** By this Addendum, the CMPC solicits the proposal outlined in Paragraph F. Step 2 Selection Process of the RFQ. This paragraph states:

1. "On or about July 8, 2015, each finalist firm will be notified of its selection and asked to address the following items in a written proposal and in an interview to be conducted by the CMPC:
  - a. A detailed project approach describing the step-by-step process the proposer intends to follow in conducting the study.
  - b. A detailed project timeline assuming the Designer commences work on July 22, 2015 and issues its final report on December 31, 2015.
  - c. A confirmation of the proposed team.
  - d. The proposals will be due to the Selection Committee on July 14, 2015, and the interviews will be conducted in the evening of July 16, 2015."

**Deadline for receipt of proposals is 4:00 pm on Tuesday, July 14, 2015**

**Interview process** The CPMC plans to conduct interviews on July 16<sup>th</sup>, at 6:00, 7:00 and 8:00 PM. The schedule for the briefings is:

- 16 July @ 6:00 PM = LLB Architects
- 16 July @ 7:00 PM = Abacus Architects + Planners
- 16 July @ 8:00 PM = Dore & Whittier Architects

Each interview period will be 45 minutes long, consisting of a brief introduction, a 5 minute presentation by the firm to help the CMPC understand why the firm is uniquely qualified to conduct this master plan study, a 30-minute question and answer period with the Committee members followed by 5-10 minutes for follow-up and interview wrap-up.

In their presentation, the firm should assume that the CPMC has read their proposal and the RFQ documents submitted, and should not spend time reiterating their submission materials. The CPMC asks that each firm bring no more than four participants, but that the participants include key team members.

**Subsequent steps** The CPMC intends to discuss the deliberation of the finalist interviews and proposals on July 16<sup>th</sup>. If a final decision is reached, the CPMC will request a fee proposal from the firm the following day, July 17<sup>th</sup>, to be received by close of business on July 20<sup>th</sup>. The CPMC hopes to negotiate the fee on July 21<sup>st</sup>, and issue a Notice to Proceed on July 22<sup>rd</sup>.

**Administrative matters.**

1. Proposal submission. Please submit one (1) original, five (5) hard copies and one (1) digital copy in PDF format on a compact disk. Location address is the same as the original RFQ: Business Office, 2<sup>nd</sup> floor in the Hartwell Building, Ballfield Road Campus.
2. If you wish to tour the Ballfield Road campus, you are free to do so. Please do not take any pictures which include children.
3. Please acknowledge Addenda #1 and #2 in your response.

**Deadline for receipt of proposals is 4:00 pm on Tuesday, July 14, 2015.**

For the Lincoln Campus Master Plan Committee

/signed/

Buckner Creel, P.E., SFO  
Administrator for Business and Finance