



City of Bristol
BRISTOL, CONNECTICUT 06010

RFP 2P13-010
Professional Services Relative to Improvements at Muzzy Field
Addendum 01
August 1, 2012

Meeting minutes from the prebid meeting held on Tuesday July 31, 2012 are attached and herein made a part of the RFP.

Roger D. Rousseau
Purchasing Agent
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Attachments: Meeting minutes (2 pages)
Acknowledgement form (1 page)



**Request For Proposals
2P13-010 Improvements at Muzzy Field
Meeting Agenda - Pre-Submission Conference
July 31, 2012 9:00 am
Held at Muzzy Field Entrance**

Introduction

Introduction to Staff –

***Roger Rousseau, Purchasing Agent
Ed Swicklas, Superintendent of Parks and Recreation***

Meeting is not mandatory

RFP and any addenda available at City web site - <http://www.bristolct.gov/bids>

Submission Requirements

Responses due August 10, 2012 at 1:00 pm (rcvd but not read at that time).

Submission requirements were reviewed.

One (1) original and five (5) printed copies, and one digital copy, shall be submitted to the Purchasing Department.

Communications

Addenda and any other clarifying information will be posted on web site.

Meeting minutes will be made available, as well as any questions/responses that may affect submissions. Attendance at this meeting will be available online.

Project Scope

The scope of services as described in the original RFP was detailed; design efforts are primarily focused on improvements to the entrance of Muzzy Field, inclusive of land acquired along Park Street. The City has limited survey information available, and fee schedules from firms should accommodate any necessary survey work required to complete construction documents.

Questions

Are there improvements intended for within the confines of Muzzy Field?

The City hopes to replace field lighting and replace the scoreboard; if funding permits, the City is interested in construction of a stand-alone concession stand.

There is a utility pole immediately adjacent to the entrance. Is it expected that the utility pole will be relocated, and what will be the role of the selected firm in relocation of utilities?

The City is interested in the relocation of said pole, if the relocation of the pole is relevant to the designs developed by your firm. The selected firm will coordinate the relocation of the pole.

There are existing light fixtures at the entrance. Are these fixtures to be replaced?

The existing light fixtures, installed in the early 1980's, are expected to be replaced, to match any new light fixtures considered for the new entrance. Any new lighting fixtures should be consistent with those used in Rockwell Park.

The RFP states that the City anticipates improvements of up to \$2 million, with \$1 million approved for the current fiscal year. Can you elaborate on how much construction should be accommodated under this RFP?

The City anticipates work to be performed in two phases, with the first phase to address exterior improvements outlined within this RFP. Since funding for the second phase has not yet been approved, this RFP is not intended to address subsequent improvements to the interior of Muzzy Field, with the exception of field lighting improvements, scoreboard replacement, and concession stand. If funding within the first phase is insufficient to accommodate the three interior improvements within this scope, then such improvements would be addressed as part of the second phase.

What is the priority of the field lighting?

The City considers the field lighting to be the most significant of the three interior improvements, followed in priority by the scoreboard.

What does Muzzy Field usually draw for a crowd at events?

Local baseball games typically draw 700 to 1,000 visitors, and football games typically draw 1,500 to 2,000 visitors.

Meeting was adjourned at 9:24 am.

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

RFP Number: **2P13-010**

Title: **Professional Services Relative to
Improvements at Muzzy Field
Addendum 01**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Addendum 01 was issued August 1, 2012

Date Addendum 01 was received ____/____/____

Do you plan to submit a proposal? Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**