**Q&A**

**Owners Project Management Services**

**As of July 5, 2023**

Below are the questions received by the Town as of the date listed above and the corresponding answers (in red):

1. **Please confirm if the OPM will be required to be onsite during all construction including utilities (water, sewer, and electric), site work, and modular construction. If so, please provide a tentative schedule to properly provide pricing.**

As specified in the bid packet, the OPM is required to be onsite when the modular building is being set. The OPM is not required to be onsite during all construction activities but should make daily visits to the site during construction to provide quality control as specified in the bid packet under the “Construction Quality Control” section. In order to do this the OPM would need to be onsite frequently. A tentative schedule with dates cannot be provided at this time as dates are currently unknown.

1. **Will the OPM be responsible for obtaining any required permits?**

The project will need a Grading Permit, Building Permit and Electrical Permit. Yes, the Town would like the OPM to be responsible for permitting. The bid packet will be revised to reflect this.

1. **Are any permits required other than site preparation work?**

The project will need a Grading Permit, Building Permit and Electrical Permit.

1. **Are there any material testing requirements such as concrete and subgrade for soils?**

No.

1. **The scope of work indicates that OPM attends up to three project meetings. Will the OPM be required to schedule/attend pre-construction meetings for all subcontractors performing work on this project?**

Yes, according to the Bid Packet on page 2 under the project meetings section is says “In addition to regular communication with town staff throughout the duration of the project, the OPM is expected to coordinate construction activities with the chosen contractors as appropriate and required and attend all necessary meetings with the chosen contractors.”

1. **Is the OPM required to attend permit required pre-construction meetings? For example, Fox & Associates Sheet 5 of 6 references a pre-construction meeting with S&E Controls Inspector prior to construction.**

Yes, the OPM should attend the pre-construction meeting, as the Town’s representative/project manager. Also, in the Bid Packet on page 2 under the project meetings section is says “Attend up the three (3) scheduled meetings to include a pre-construction meeting and a final walk-through meeting.”

1. **Please confirm the intent of the modular building company scope of work is to provide a complete building with all finishes and equipment as shown on Fox & Associates Sheet 3 of 6.**

Yes, the building will be ordered with all finishes and equipment.

1. **What are the next steps?**

Once an OPM is hired, a pre-fabricated building will be bid and ordered. Based on the anticipated delivery date of the pre-fabricated building, water/sewer/electric/site prep work will all be coordinated to be completed and ready for when the building arrives.

1. **Photo of existing site. Area approximate and not drawn to scale.**

A field of grass with a sign

Description automatically generated