



Town of Stow
**PLANNING
DEPARTMENT**

**380 Great Road
Stow, Massachusetts 01775**
Phone: (978) 897-5098
Web: www.stow-ma.gov

Date: July 14, 2023

To: Prospective Bidders and Others

From: Valerie Oorthuys, Planning Director

Subject: Final Addendum: Conceptual Design and Engineering Services, Town Center

This addendum in response to questions includes all comments received at the July 11, 2023 pre-proposal conference. No other written comments have been submitted.

Pre-Proposal Conference Attendance List:

Kein Ho	BETA Group
Dennis Flynn	BETA Group
William Paille	BSC Group
Nichol Figueiredo	Capital Strategic Solutions
Sue Bator	Geo Engineers
Amy Allen	Green International Affiliates
Dawn Connelly	Green International Affiliates
Lance Hill	Pare
Mark McClusky	Pare
Walter Heller	Pare
John Rockwell	TEC, Inc.

1. Please clarify the funding of this project.

Through 2021 Annual Town Meeting, the project was allocated \$60,000. It was noted that the Town has a scheduled Special Town Meeting in September if further funds are required for the conceptual plans. Construction funding is anticipated to be handled through the TIP or through a phased approach with requests through the Complete Streets Funding Program.

2. Has the project been submitted to TIP? Does it have a TIP year or number?

No, the project has not been submitted and does not have a year or number.

3. Please clarify the contract term.

The contract is anticipated to be for one year and proposals should indicate a project schedule.

4. There are 4 public meetings included as part of this work. Will the Town conduct public surveys as part of this process?

The Town's 2018 Complete Streets Prioritization Plan process included public outreach and engagement and staff feel that through that process and through subsequent Complete Streets construction projects the vision of the style of improvements supported by residents is understood. The anticipated public meetings will serve to focus comment on Town Center.