

## Addendum 1

**Date Issued:** June 29, 2016

**From:** Donna Rich  
Purchasing Agent

**Re:** Owner's Project Management Services for the Renovation, Historic Preservation, and Expansion of Topsfield Town Hall – response to questions

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**1. Question:** *Page 10 of the RFP references four sections to be formatted into chapters in the proposal responses. However, only three sections are described. Is there a fourth that is missing?*

**Answer:** No. The RFP was in error in referencing four sections. The proposals need only provide three sections as follows:

1. Approach
2. Team
3. Firm Experience

There is one other section which presents fee information, but that is to be delivered *in a separate sealed envelope* through use of the “Fee Proposal Form” (see pages 18 and 19 of the RFP).