

**TOWN OF BOXBOROUGH**  
**Request for Qualifications for**  
**Owner's Project Management Services**  
**New Fire Station**

**Addendum #1**

**Date:** June 20, 2024

This Addendum forms part of the Request for Qualifications Document and modifies the original submission documents dated June 12, 2024 for the following sections:

**VI. Request For Qualification (RFQ) Submission Instructions.**  
**VII. Schedule of Milestones**

Acknowledgement of the receipt of this Addendum is to be provided with the final submission. Failure to do so will be subject to disqualification.

Changes made to **VI. Request For Qualification (RFQ) Submission Instructions.**

- Written responses to this RFQ are due on **July 10, 2024, at 10:00 A.M.** in the Office of the Town Administrator, 29 Middle Road, Boxborough, MA 01719.
- There will be a site visit of the current Fire Station (located at **502 Massachusetts Avenue, Boxborough, MA 01719**) on **July 2, 2024 at 11 AM**. Interested parties are highly encouraged to attend the site visit, but it is not mandatory.

Changes made to **VII. Schedule of Milestones.**

Issue OPM RFQ ..... June 5, 2024  
Site Walk for Current Fire Station..... July 2, 2024  
OPM RFQ responses due ..... July 10, 2024  
OPM review, interviews and selection ..... July 10 - 22, 2024  
OPM selection and Select Board approval ..... July 22, 2024  
Backup date for OPM selection & approval ..... July 29, 2024

Contract Award and Notice to Proceed.....target August 2, 2024