

**Addendum #1 RFQ 21-32**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

**To:** On-Call Architectural & Engineering Consultant, and Project & Construction Management Services for Various Municipal Buildings

**From:** Andrea Caruth, Assistant Director of Purchasing

**Date:** November 18, 2020

**Re:** Deadline Extension

**Addendum No. 1 to RFQ 21-32**

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This addendum documents responses to all requests for information (RFIs) submitted by prospective applicants to this RFQ. The RFQ is being extended to **Friday, December 4<sup>th</sup>, 2020 at 1:00 p.m.**

**\*\*Failure to acknowledge the addendum will result in bid disqualification.\*\***

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

## Addendum #1 RFQ 21-32

### Addendum#1

#### Questions & Answers

#### GENERAL QUESTIONS

1. Could you kindly let me know which firms currently hold this contract?

Weston & Sampson Engineers, Inc., Russo Barr Associates, Inc., Gienapp Design Associates, LLC., and Kleinfelder Northeast, Inc.

2. Is \$10,000 to \$500,000 the range for construction budgets or fees for individual projects?

This is the approximate range for the construction budgets. This is meant to be used to describe the scope and scale of the typical project size that may be needed and is not to be considered a hard cap on the project size. The design fee will be negotiated with the selected designer on a per-project basis.

3. Will building envelope assessments and design of envelope repairs be part of the work?

Yes

#### 2.4 MINIMUM REQUIREMENTS

4. The RFP requests the PM and C.O.W. to have Professional Engineer's license. (Includes reference to 2.4. Is this required for the Project management portion of the work or the design phase only?

It is required for Design, but a Professional Engineer's license for project management services may be considered a plus.

5. I have a question related to this RFQ. On page 16 of the RFQ under 2.4 Minimum Requirements, the requirement for Key Personnel states the Project Supervisor and the Project Manager must be a Massachusetts Registered Professional Engineer. Will a Massachusetts Registered Architect be acceptable in lieu of an engineer?

- a. On page 16 of the RFQ, Section 2.4, Minimum Requirements indicates that the Key Personnel from our firm must be Registered Engineers and that the Project Manager have experience providing engineering services on municipal projects. Will that requirement be amended to include Registered Architects and Architectural Services?

Yes, we will consider.

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6. If an Offeror is only seeking to be selected for Program and Project Management and Construction Management services, is it still required that the Offeror's team include a Professional Engineer?

No

7. Will civil/site/ survey services be required?

Yes, if included in the scope of services required for the category or subcategory of work for which the offeror is awarded a contract. Please refer to Section 2.1.

8. I also didn't see anything about a pre-proposal meeting. Will there be one?

No pre-proposal (virtual or otherwise) meeting is planned.

9. Can you make available a list of projects anticipated to begin under this contract?

No, projects will be mainly remedial and modifications on a rolling basis as they arise.

10. Is Landscape Design among the sub consultant services?

No

### JOINT VENTURES, CATEGORIES AND SUB-CATEGORIES

11. I see that we can apply for just the Engineering Category #2. Can we just apply for Mech/HVAC, Plumbing, Electrical? or do we need to include sub consultants for the others (Structural, Environmental, GeoTech) in that category as well?

- a. Please clarify the following regarding selection of categories: Our firm performs Architectural Services and as the prime consultant on projects, we typically carry subconsultant teams to perform work in necessary disciplines. If we envision leading a multi-disciplinary team for projects associated with this House Doctor contract, would we then identify all relevant categories listed on pages 11-12?

Respondents may apply for any general category or subcategory within a general category. If respondents choose to apply for the general category (in this case, Engineering Services category #2), they must demonstrate the team's capability to meet all of the requirements and qualifications for all subcategories within. If the respondent wants to apply for a specific subcategories, they do not need to include subconsultants to meet the requirements of the other subcategories for which they are not applying.

12. Can applicants identify subconsultant firms in the Letter of Introduction, but include address and contact details for them in the Team Section of our submission?

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Yes, you can detail it in the Team Section.

13. Are we able to apply just for the HVAC portion of the RFQ or does an architect apply and coordinate the team with sub-consultants?

Architect will apply and coordinate the team with sub-consultants.

14. Can we submit as a joint venture? If so, for the DSB form, should we submit duplicates of sections 8a and 9 to cover information for both of the JV firms?

Yes, joint ventures will be accepted. Please provide representative documents and qualifications for all firms and personnel included in the proposed joint venture. Any resulting contract will require one firm be identified as the prime contact for billing and communication purposes.

15. Is it possible for a firm to submit for a single discipline on their own and also be part of a larger team submission encompassing more disciplines under another design firm lead?

Technically yes, but a single submission will be at a disadvantage and likely not chosen. Firms, such as MEP or the like, can be part of several separate prime submission

### LAYOUT AND PRESENTATION

16. Should we include a site/civil engineering firm in our response submission to cover the line items "property surveys and site/building layouts" included within section 2.1 Scope of Services the RFP?

It is at your discretion, but it is advised and encouraged.

17. As this RFQ not only includes architectural and engineering consulting services but also is soliciting for project and construction management, will the City please clarify any language pertaining to the design team, design documents, etc. Will the City accept representative information and materials specific to project or construction management only?

Offeror must provide representative information and materials that demonstrate their capability to provide any and all services and qualifications required within the categories or subcategories for which they are applying. Please refer to Section 2.2

18. Page 14 of the RFQ requests information pertaining to the Design Team. Please clarify for firms only submitting for the project or construction management scopes of services. Is the City seeking representative qualifications and experience related to management of project/services?

Submissions must include both Design and construction services as noted.

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19. Page 15 of the RFQ requests information pertaining to Design Documents and Cost Estimates. Will the City accept representative examples of recent project management and/or construction management services, including cost estimate examples?

Yes.

20. Would the City prefer to see specific examples related to the projects anticipated to be serviced under this contract? i.e. project types referenced under Page 12.

Yes.

21. Will the City provide specific examples of project anticipated to be serviced by this contract?

No, typical projects relate to the service requested in RFQ.

22. Page 14-15 of the brief lists layout requirements, some of which are picked up in the DSB forms (e.g. registration numbers, availability, client references). Can we assume that the information need only occur in one place or should we use a custom format to cover points 1-6 and append the DSB forms?

The DSB will satisfy it.

23. Do you know if this RFP is related or completely different than the Somerville Master Plan RFP that was issued?

The services procured under RFQ 21-32 for on-call services are different and separate from what was procured under RFQ 21-06 Designer Selection for the Building Master Plan. The services requested in this RFQ are for smaller projects an as-needed or on-call basis with scopes of work of detailing various needs, primarily for smaller projects. The Building Master Plan RFQ describes a series of connected, large-scale design needs that will not overlap with the on-call services for which we're contracting under this procurement.

24. I'm curious if you happen to know the status of the previous Somerville Master Plan selection.

The Somerville Master Plan project has been awarded to PMA.