

Addendum No. 1 to RFP #20-13



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

To: All Parties on Record with the City of Somerville as Holding RFP #20-13
Assembly Square Neighborhood Plan Update

From: Thupten Chukhatsang

Date: 9/4/2019

Re: Questions and Answers

Attachment: Assembly Square Neighborhood Plan Update – Addendum Map

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Questions & Answers:

1. Does the city have a survey of the study area that includes topography and all underground utilities?

Response: The City can provide information for publicly held land areas and is working with current landowners to expand the available data. A base map with all available data will be provided to the selected consultant as a part of the project kick off process.

2. Does the city know the capacity of the existing infrastructure for water, stormwater, and waste water?

Response: The City will provide all available information regarding the capacity of water infrastructure in the plan area to the selected consultant as a part of the project kick off process.

3. Will the city be taking the lead on coordinating capacity of gas and electrical grid?

Response: It is not anticipated that detailed discussion of utility capacity will be required for the purposes of neighborhood planning. We expect that applicants will use their best professional judgement in evaluating information, and can seek further information as needed.

4. Are there recent vehicle, pedestrian, and bicycle counts for the study area and surrounding portions of the network or should the capturing of these counts be included in the scope of work?

Response: The City has access to extensive historical and contemporary multi-modal count data, as well as the capacity to mobilize traffic camera-based detection for current vehicle counts. Additionally, MassDOT maintains a permanent count location on I93 near the Plan area, and a citywide program to obtain bicycle/pedestrian count data is held annually in the fall.

5. What level of traffic study should be included in the scope?

Response: The City is less interested in a traffic study as traditionally conducted than in contemporary analysis of data that can help in managing demand and enabling safe, efficient, and enjoyable multi-modal movement across the Square. Within this goal, staff welcomes the input of the Consultant on the level of study that can help collect and analyze data on trip origin and destination, speed studies, volume data, and compliance with traffic control and pedestrian infrastructure, particularly crosswalks.

6. Can you elaborate on what existing conditions information the City anticipates being available to inform Phase One Task 4, Data Collection and Review of Existing Documents? In particular, we're curious as to what may be available for items (d) Traffic data, (g) Market analyses, and any anticipated investments (near and/or long term) by MassDOT in I-93 and/or other state roadways in the area.

Response: Regarding anticipated investments:

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- MassDOT is currently advancing several relevant capital projects through permitting and design. In 2022, \$5 million is programmed to address safety challenges at various locations within the complex intersection of I-93, State Route 38 and State Route 28. Design is just getting underway.
- The City is currently partnering with MassDOT around safety and placemaking upgrades at the Kensington Connector (formerly known as the Kensington Underpass).
- The City is working with MassDOT and the MA Department of Conservation & Recreation (DCR) to reconfigure the Wellington Bridge (Route 28 over the Mystic River) to narrow vehicular travel lanes and install separated bike lanes in both directions.
- The City has prepared conceptual designs for new pavement markings on Grand Union Boulevard that will provide parking-protected bike lanes in both directions. This project is anticipated to begin installation in 2019 or 2020.
- The City has prepared conceptual cross-sections for Middlesex Avenue to advance traffic calming and pedestrian / bicycle mobility goals.
- The City has prepared conceptual design for conversion of the Mystic Avenue / Middlesex Avenue intersection into a low-speed, 90-degree "gateway" for the neighborhood.
- The MA DCR is currently constructing a shared-use path along the Mystic River connecting Route 99 (Alford Street bridge) to existing paths in Draw 7 Park.
- The MA DCR is working with various agency and private partners to advance design and permitting for a new bicycle / pedestrian bridge connecting Draw 7 Park to the Encore casino resort facility in Everett.
- The City is working with various agency and private partners to advance design for an expansion of the Assembly Orange Line station that will provide a new entrance from Draw 7 Park.
- The City is working with various agency partners to advance conceptual planning and feasibility of extending MBTA Silver Line SL3 service from its current new terminus at Chelsea to Sullivan Square.

7. Please confirm if we need to include the Vulnerable Road Users Ordinance Form in the proposal submission.

Response: The Vulnerable Road Users Ordinance Form will not be required as part of the RFP response, but will be required during the contract phase.

8. Should we as the prime applicant include information in our proposal if one of our subconsultants is certified as a MBE/WBE/VBE/PBE/Other? If so, in what format should this information be included?

Response: Master consultants should include certification information (MBE/WBE/VBE/PBE/etc.) for all team components and subconsultants. This certification can be provided via letter of certification for the designated supplier diversity category.

9. Is there a project budget and/or project schedule for this project?

Response: The RFP provides both a rough estimation of a baseline schedule for the work (roughly 12 months), as well as the absolute extent of the project duration (the contract will not be extended

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beyond 6/30/21). The City will not be providing a budget range or expected maximum for the Assembly Square Neighborhood Plan Update Project in advance of the application deadline. The RFP is extensive and detailed about the scope of work and parameters of the process. We expect that the applicant teams will provide their proposal and bid based on their experience with similar projects and best professional estimation of the requested work.

10. Can you clarify if the Opportunity Zone, which overlaps with both the Assembly Square mixed-use district, as well as the 10 Hills Neighborhood to the north of Route 28, should only be considered relative to alternative financial analysis employing associated OZ incentives for the Assembly Square mixed use district?

Response: The City is only interested in exploring alternative financial analyses employing associated Opportunity Zone incentives for potential development in the Assembly mixed use district.

11. Are the bidders not expected to address any future zoning, land use, or urban design considerations within the 10 Hills Neighborhood?

Response: The Ten Hills Neighborhood is not included as part of the plan area.

12. The Non-Price Proposal format delineated does not include a Technical Approach section. However, Factor 1 describes the importance of including a Technical and Management Approach. Given the level of detail provided in the RFP under Section 2.0 Rule for Award/Specification/Scope of Services - Scope of Work, can you please clarify how much detail is expected with respect to 'Approach'. Should the focus of our response be our Understanding of the Project?

Response: Section 2.0 provides a detailed breakdown of the project and the work expected in order to assist applicants in preparing a detailed and responsive proposal. We expect that each applicant team will provide a document outlining their technical and management approach and a work plan that represents their best professional judgement and understanding of the requested work.

13. Is there a fixed budget for consultant fee allocated for the Plan?

Response: The City will not be providing a budget range or expected maximum for the Assembly Square Neighborhood Plan Update Project in advance of the application deadline. The RFP is extensive and detailed about the scope of work and parameters of the process. We expect that the applicant teams will provide their proposal and bid based on their experience with similar projects and best professional estimation of the requested work. The contract amount will be provided as a fixed lump sum.

14. RFP says end date of 6/30/21 on the cover sheet but the scope text states approximately a year. Please clarify which is correct.

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Response: The RFP provides both a rough estimation of a baseline schedule for the work (roughly 12 months), as well as the absolute extent of the project duration (the contract will not be extended beyond 6/30/21).

15. The instructions for the sealed proposal package under 1.0 and 1.3 are somewhat different. Please confirm that you are requesting:

a. One sealed envelope that contains a cover letter, a sealed technical bid envelope, and a sealed price envelope.

Response: Submit one (1) sealed proposal package (with two sealed envelopes, one for the price and one for the technical proposal); it must be marked with the solicitation title and number and must be original.

b. The technical bid envelope should include one original technical proposal (marked original), two printed copies, and one CD-ROM or thumb drive with a PDF copy. The copies should be numbered, 1 of 3, 2 of 3, etc.

Response: That is correct. The cover letter is to be included with all copies.

c. The price envelope should include one original (marked original) and one printed copy.

Response: That is correct.

d. Binding of proposals should allow for easy removal of pages but should not be three-ring. Please confirm that GBC (comb binding) will be acceptable.

Response: GBC/comb binding is an acceptable format.

16. We understand that the City has done and documented significant preplanning work for this project. What documents are currently available for us to review? Please direct us to materials that we can review to help us inform our proposal.

Response: A link to all currently applicable documentation for the Assembly Square plan area was provided in the RFP under the "Background Information" section heading.

<https://www.somervillebydesign.com/neighborhoods/assembly/>.

17. Will city provide translators for all public engagement dialogs or is this expected to be part of the consultant team scope? What languages for translation? Is there a translation requirement for other materials (flyers, slides, etc.)?

Response: The City has some capacity for on-call translation service in Spanish, Portuguese, Haitian Creole, and Nepali, to meet the needs of non-English speakers, however, multi-lingual translation is not expected to be a significant factor in the work for this area. We expect that the

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consultant selected for this project would work closely with City staff to coordinate the production of multi-lingual project materials on an as-needed basis.

18. Mention is made of the City's selected platform for digital engagement and comment. Can you confirm that platform and describe what effort, if any, you expect from consultant team in curating that platform? Is it simply providing meeting and product materials for uploading by City?

Response: Tools and platforms necessary for online engagement will vary based on the phase of work and the tasks at hand, and will be determined in consultation with the selected applicant. In general, staff expects that the selected Consultant will provide content and coordinate with the project team to utilize existing communications and engagement tools; the consultant should not engage with new tools or platforms on the project's behalf without consulting with staff. Proprietary digital tools or platforms will not be considered for use on this project.

19. Will the City distribute any flyers and other meeting promotional materials or is the team expected to do that?

Response: Outreach and promotion efforts will be coordinated by staff in close consultation with the selected Consultant.

20. Phase One, #4, part d. Please clarify what multimodal transportation data is readily available versus traffic counts the consultant will need to collect.

Response: The City holds extensive and wide ranging historical data for the study area and has access to an existing network of cameras capable of providing a wealth of additional data to inform demand management in the area. Staff expects to work closely with the selected Consultant to review and assess existing data, identify gaps, and strategize new sources as needed to inform neighborhood planning for the study area.

21. Phase Two, #1. Does the City have existing map-able data (pedestrian, bicycle, transit facilities/routes) in the study area? Please confirm the data that the consultant should anticipate collecting, inventorying and mapping.

Response: The City has data on existing transit routes and stops, sidewalks, and bicycle facilities available in GIS format. Data will be provided to the selected consultant as a part of the project kick off process.

22. Phase Two, #1. Regarding parking inventory and utilization, please specify to what extent consultant is expected to access private property to collect parking utilization data, as opposed to data provided by property managers.

Response: A new Transportation Management Association (TMA) named "Assembly Connect" has been established to serve the district. Consultant will work through the TMA to evaluate existing parking utilization data currently being collected for private parking facilities.

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23. Phase Three. The working studio is described as a week-long iterative process by which comments are incorporated into the evolving draft plan. It seems the open house is an opportunity during this process. For the rest of the week, is it the intention of the City that the consultant work in a publicly accessible location or post work updates daily? Your help in defining what you mean by the weeklong “working studio” is appreciated.

Response: Generally, a 'working studio' refers to an onsite mobile office, which may or may not be open to the public. The Comparative Evaluation Criteria listed in the RFP (Workshop/Charrette based planning) details the range of experience with the charrette process the City views as necessary for success with this project.

24. Has the City begun to identify a list of stakeholders? If so, please provide the list.

Response: Stakeholder data will be provided to the selected consultant as a part of the project kick off process.

25. What is the expected range of budget for this project?

Response: The City will not be providing a budget range or expected maximum for the Assembly Square Neighborhood Plan Update Project in advance of the application deadline. The RFP is extensive and detailed about the scope of work and parameters of the process. We expect that the applicant teams will provide their proposal and bid based on their experience with similar projects and best professional estimation of the requested work.

26. How much flexibility is acceptable from the approximate project values listed parenthetically by phase number in the scope of work?

Response: The breakdown provided presents an initial proposal based on the work requested, however we strongly encourage applicants to provide alternative breakdowns based on the particulars of their proposal and best professional judgement.

27. Page 4 Section 1.3 Non-Price (Technical) Proposal Format, first paragraph: The text references “tabs”; are tabbed separators (i.e. with the protruding small flap) required, or may respondents simply use regular Letter-sized (8.5 x 11 inch) paper to demarcate sections?

Response: This proposal is acceptable to staff.

28. Page 4 Section 1.3 Non-Price (Technical) Proposal Format, second paragraph: The RFP requires that “All submissions will allow for easy removal and replacement of pages”, but also states on page 2 that 3-ring binders are not to be used. Grateful if the City could provide examples of binding it considers acceptable which meets both the above criteria.

Response: GBC/comb binding is an acceptable format and staff welcomes any additional methods that meet the above criteria.

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29. Page 4 Section 1.3 Non-Price (Technical) Proposal Format, Qualifications and Experience: We anticipate that the City acknowledges respondents will assemble a team comprising several firms representing various areas of expertise to comprehensively fulfill the proposed scope of work. With this in mind, does the City require qualifications and experience as set out herein for -all- consultants comprising the team, or just the lead consultant? Similarly are -all- team members to complete the Quality Requirements Form, or just the lead consultant?

Response: Master/lead consultants should include qualification and experience information for all team members, including sub-consultants.

30. Page 4 Section 1.3 Non-Price (Technical) Proposal Format, References: Grateful for your timely clarification on what is meant by the following: * A description of the nature of the relationship between Offeror and the customer.

Response: The Offeror is your company and the customer is the company or entity that you are providing as a reference.

31. Page 4 Section 1.3 Non-Price (Technical) Proposal Format, References: Grateful for your timely clarification on what is meant by the following: * The volume of the work performed.

Response: The volume of the work performed refers to the size and scale of the work performed by your company. It can be based on a dollar amount or any other metric to compare size as appropriate.

32. Page 8 Section 2.0 Introduction (cross-referencing the map on page 18): The RFP states “The Plan will provide a holistic approach to the infill development on the remaining +/- 60 acres of underdeveloped land that will complement and enhance current and approved development in Assembly Row and XMBLY (see attached map)”. It is unclear which areas on the map comprise the +/- 60 acres for planning and infill development. Grateful if the City could more precisely identify the exact parcel(s) within the Neighborhood Plan Area.

Response: Precise parcel data will be provided to the selected consultant as a part of the project kick off process; see attached Assembly Square Neighborhood Plan Update - Addendum map for further information regarding existing buildings and the range of infill development area identified for priority study in the Plan area.

33. Page 10 Section 2.0 Anticipated Planning Process; Crowdsourcing; Visioning Presentations; Public Orientation: * What community engagement processes and platforms has the City effectively employed in past planning efforts?

Response: Staff will be pleased to discuss the City's past experience with and ongoing plans for community engagement with the selected Consultant. We look forward to receiving suggestions and proposals for successful processes and platforms stemming from the experience and best professional judgment of the applicants as part of the proposal.

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34. Page 10 Section 2.0 Anticipated Planning Process; Crowdsourcing; Visioning Presentations; Public Orientation: * What existing social media platforms and electronic delivery services does the City currently utilize?

Response: Social media and electronic delivery services utilized for online engagement vary, but include common platforms such as Twitter, Facebook, and Instagram as well as email marketing services and the SomervillebyDesign website. Selection and calibration of particular platforms will be determined in consultation with the selected applicant.

35. Page 10 Section 2.0 Anticipated Planning Process; Crowdsourcing; Visioning Presentations; Public Orientation: * Apart from those listed under Phase Five (pages 14 and 15), what are the other anticipated number of public and stakeholder meetings, and with which entities?

Response: The list of stakeholder interviews and meetings provided in the RFP presents our best initial understanding of what will be needed based on the work requested, however we encourage applicants to propose any additional public and stakeholder meetings based on the particulars of their process, experience, and best professional judgement.

36. Pages 12 and 13 Section 2.0 Phase Three: The Charrette likely will require the deployment, and intensive participation, of most if not all consultant team members to address the elements and sub-elements listed under this Phase. Would the City consider a reportioning of the project fee (currently described in the RFP as approximately 10% of the project value) to reflect this?

Response: The breakdown provided presents an initial proposal based on the work requested, however we strongly encourage applicants to provide alternative breakdowns based on the particulars of their proposal and best professional judgement.

37. General: Has the City separately engaged other disciplines/consultants relevant to this proposal? Or, is there an expectation that the selected consultant engage all other disciplines, i.e. economic analysis, transportation and mobility, civil works/infrastructure, etc.?

Response: The City expects that the Consultant will engage and direct the efforts of all subconsultants necessary to complete the work outlined in the proposal.

38. General: We note that the RFP describes the scope of work and deliverables to a high degree of detail; we assume that the City does not require respondents to include a proposed work plan in their submissions. Grateful for your confirmation.

Response: Section 2.0 provides a detailed breakdown of the project and the work expected in order to assist applicants in preparing a detailed and responsive proposal. We expect that each applicant team will provide a document outlining their technical and management approach and a work plan that represents their best professional judgement and understanding of the requested work.

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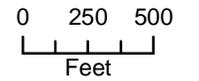
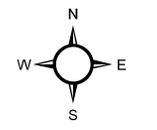
39. General: has the City set a budget for this effort, and may that figure be shared with potential respondents?

Response: The City will not be providing a budget range or expected maximum for the Assembly Square Neighborhood Plan Update Project in advance of the application deadline. The RFP is extensive and detailed about the scope of work and parameters of the process. We expect that the applicant teams will provide their proposal and bid based on their experience with similar projects and best professional estimation of the requested work.

CITY OF
SOMERVILLE, MA

**ASSEMBLY SQUARE
NEIGHBORHOOD PLAN
UPDATE - ADDENDUM**

-  Assembly Square Neighborhood Plan Area
-  Buildings
-  Priority Study Areas
-  Parcels
-  Parks & Open Space



Date: September 3, 2019

