

Addendum No. 1 to RFP 22-55



**CITY OF SOMERVILLE, MASSACHUSETTS
Procurement & Contracting Department
KATJANA BALLANTYNE
MAYOR**

To: All Parties on Record with the City of Somerville as Holding
RFP 22-55 On-Call Real Estate Development Consulting Services

From: Thupten Chukhatsang

Date: 4/28/2022

Re: Questions and Answers
Attachment: Revised Quality Requirements Form

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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. We would like to confirm the City's intent behind the Quality Requirements, as two of the three mandatory requirements relate to being a certified appraiser. It would seem these requirements would disqualify firms that are not certified appraisers. We understand that previous on-call real estate advisory service RFPs issued by the City of Somerville did not specify this standard, and wanted to understand any detail available about why the City feels it is paramount that an appraiser provide the requested advisory services, as appraisals are not mentioned elsewhere in the RFP. Would firms that are not certified appraisers need to partner with appraisal firms in order to be compliant with the quality requirements?

Response: This was a mistake on the City's part and we are asking you to disregard the initial quality requirements and use the revised quality requirements form (attached below).

2. The scope of services described covers many activities that we consider to be brokerage services typically compensated by a commission. Would the City consider other compensation formats instead of the hourly rates called for in the proposal? Specifically, a commission or other "success" fee?

Response: No. The City will not accept other compensation formats. Please provide the hourly rates for the proposed team. These rates will be applied for the actual project that are assigned.

3. BidExpress requires a significant amount of personal information including a copy of a driver's license in order to submit proposals, as well as the \$40 fee. Our team is not comfortable uploading personal information to this website, particularly when we are submitting as a corporation, not as individuals. Would the City consider receipt of electronic proposals through other means with less personal information risk such as Dropbox, WeTransfer, email, or delivery of USB drives as a last resort?

Response: The only available means to submit your proposals electronically and online would be via BidExpress.

The other method is to deliver a sealed hard copy of the proposals along with an electronic copy on a USB drive. Please refer to Section 1.3 Submission Requirements for more details.

We cannot accept proposals via Dropbox, WeTransfer, or email as these methods do not meet our public procurement requirements for a sealed process.

4. We note that the Quality Requirements 1-2 on page 13 refer to certified general real estate appraiser – is it the City's intention that appraisals will be provided on this contract? It is not mentioned in the scope of work.

Response: As per the response to question#1, appraisals and licensed appraisers are not part of the requirements for this RFP. Please disregard the initial quality requirements form and use

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the Revised Quality Requirements Form for this RFP attached below. The Revised Quality Requirements Form should be completed and submitted with your sealed proposals.

5. Could the City extend the due date for this RFP submission?

Response: The City does not anticipate extending the submission due date.

6. RFP page 8 of 41 states, "The City will award the contract to the most responsive and responsible Offeror." which suggests one firm will be awarded the contract. However, RFP page 10 of 41 states, "The OSPCD- Economic Development Division will utilize a house doctor contract and the OSPCD may, in its sole discretion, select more than one Consultant with which to contract." Please clarify: Is the City's preference to select one firm for the contract or to select multiple firms for a bench contract?

Response: We may select one or multiple firms.

7. RFP page 5 of 41 states, "The City may interview the top ranked candidates as part of the evaluation process." However the RFP schedule on RFP page 3 of 41 does not indicate there will be interviews between proposal submission on 5/4 and anticipated contract award on 5/11. Does the City expect to hold interviews from 5/4-11?

Response: If the City decides to interview firms, it will take place during the week of May 9th. We may require more time to make a contract award, based on the timing of the interviews, if required.

8. Is there a firm currently providing real estate advisory services for the City? If yes, which firm?

Response: Yes. Both HR&A Advisors and Abramson & Associates have contracts with the City of Somerville to provide real estate advisory services.

9. Does the City have specific projects it anticipates undertaking as part of this contract? If yes, could the City provide a list of the projects?

Response: Gilman Square Neighborhood Implementation, Winter Hill Urban Renewal Plan implementation, and 90 Washington Street are three projects that the City is currently undertaking. This list may expand to more projects over the course of the next three years.

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10. What technology does the City employ in the management of its real estate portfolio?

Response: The City does not utilize specific technology to manage its real estate portfolio. The vast majority of the work contemplated under this contract is to advise the City on redevelopment projects and not to manage real property assets.

11. Does the City engage or intend to engage specialist service providers in such aligned areas as urban design, construction cost estimation and affordable housing outside the real estate development consultant contract or do you want the real estate development consultant to provide such specialists within its proposal?

Response: The proposer may choose to round out their team and capabilities by aligning with additional subconsultant specialists. However, it's not required.

**Attachment: Revised Quality Requirements Form (on next page)
Please complete and submit this form with your proposal submission.**

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Revised Quality Requirements

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed proposal.** The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No" response to items 1 or 2, or a failure to respond to any of the following minimum standards, will result in disqualification of your proposal.

QUALITY REQUIREMENTS		YES	NO
1.	Proposer has been involved in providing real estate development and/or real estate advising services for at least five (5) years.		
2.	Proposer and proposed team must have all authorizations, permits, licenses and certifications required by Federal and State laws and regulations to perform the services specified in this RFP at the time responder submits a response to the RFP.		
3.	Optional: Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Additional minority designations may be submitted by attaching supporting documentation.		

In order to provide verification of affirmative responses to items 1 and 2 under the quality requirements listed in the Quality Requirements Form, Offeror must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.