

Addendum No. 2 to RFQ#18-47



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

To: All Parties on Record with the City of Somerville as Holding **RFQ#18-47**
Architectural & Engineering Services for Various Municipal Buildings on an As-Needed Basis (House Doctor Contract)

From: Thupten D. Chukhatsang

Date: 1/31/2018

Re: Question & Answers

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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. Please confirm that the City would like to receive one SOQ per consultant, regardless of the number of categories for which we submit. It appears that each category would need different skill sets and the prime firms would have different leaders, key personnel and different project experience for the 2 categories. Please clarify if the City wants one comprehensive team chart (designating separate staff for each category), or if it wants separate team charts and experience for each category.

One SOQ is sufficient but if the consultant is applying for multiple services we recommend they separate the categories as required for clarity with the associated key personnel and teams charts for each category.

2. In order to determine whether we would be a good fit for this RFQ we wish to know what types of projects might be on the City's Wish List that could be assigned to this House Doctor assignment.

The House doctor would tackle anything from building evaluations, studies, renovations, small projects, and emergencies. We don't have any particular project attached to the house doctor.

3. Can Somerville speak to the dollar value (either design or construction cost) or project scale limit under this solicitation?

No. The dollar value will vary per project and every building is different.

4. Please clarify the "Property Development Specialist." The responding teams include architects and engineers serving the development realm. Is this category intended to also include a real estate marketing firm, planner, construction manager, or similar professional?

The Property Development Specialist category involves property surveys, site\building layouts, estimating proposed developments and consultation services. (No developer or real estate marketing firm)

5. The three categories feature different primes (architect vs. environmental engineer vs. property development specialist) and incorporate related services (e.g. architecture under category 3). If a team is submitting on all categories, does the City desire three separate proposals (one led by each prime)? Can one proposal, highlighting each teammate's strength and detailing the teaming arrangements for the different categories, suffice? Is each team member required to complete all of the forms (e.g. Certificate of Authority, acknowledgement of addenda), or only the prime?

One proposal or SOQ package is expected and sufficient whether a team is submitting on one or more categories. If the consultant is submitting on multiple categories, we recommend clearly separating the categories within the proposal by the teams and services for each category. Only the prime firm/proposer needs to complete the RFQ forms.

Addendum No. 2 to RFQ#18-47

6. Is it required that sub-consultants to the Prime firm fill in and submit as part of the proposal the various forms within the RFQ, such as the : Non-collusion form and Tax compliance certification; Certificate of Authority; Somerville Living Wage Ordinance Form; and W9 form?

Only the prime firm/proposer needs to complete the RFQ forms.

7. The CPPD Evaluation Form includes a checkbox for “Team has all required disciplines required in the advertisement.” If proposers are only submitting in one category, would it follow that the proposal submission would only be evaluated on the disciplines in that category?

Yes, a firm will be only be evaluated on the disciplines for the category or categories they submitted a proposal for.

8. Category 3 requires that the Prime firm include a Property Development Specialist. Could you please clarify the definition of that role as to whether it requires a developer lead, or an A/E consultant with development planning, design, and construction experience?

The Property Development Specialist category involves property surveys, site\building layouts, estimating proposed developments and consultation services. (No developer or real estate marketing firm)

9. Can you please clarify the role of the Property Development Specialist? From the RFQ, it sounds like this category consists of assessing the general condition of existing municipal buildings and their components to determine needed improvements and associated costs. This may be done through facility assessments or building studies and serves as a basis of design for a future improvement project(s).

Yes, that is correct.

10. Please confirm if any or all of the following expertise are required as part of the Property Development Specialist category: evaluating and advising on the value of land for new buildings, developing pro formas for potential development, developing leases for existing properties, and assisting with the sale of properties.

None of the above are involved.

11. When will answers to questions be provided? Would the City contemplate an extension of the proposal due date, to allow for a more complete submission based on answers to questions?

Answers will be provided soon after 12:00 PM. January 31, 2018. There will not be an extension to the original proposal due date of 11:00 AM, February 7, 2017.