

**Addendum No. 1 to RFQ 20-04**



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

To: All Parties on Record with the City of Somerville as Holding RFQ 20-04  
**Brown School and West Somerville Neighborhood School Landscape Design Services - Corrected**

From: Michael Richards, Assistant Purchasing Director

Date: July 30<sup>th</sup>, 2019

Re: Answer Questions; Append Bid Holders List; Append List of Pre-Bid Site Visit

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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.**

The attached addendum answers all questions received during the Q/A period and appends the bid holder list as of 4:00pm July 29<sup>th</sup>, 2019. The deadline for submissions remains unchanged – sealed proposals are to be delivered to the address below by **1:30pm Wednesday August 7<sup>th</sup>**.

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

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

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

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

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

**ACKNOWLEDGEMENT OF ADDENDA:**

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

## **Addendum No. 1 to RFQ 20-04**

### **PRE-BID SITE VISIT QUESTIONS**

#### **Brown School**

Q. The two door on exiting onto the pavement/play area are staying. Is that where the kids exit for recess?

ANSWER: We double checked with Brown school Staff. Both doors on the playground are used as access points. The door closest to Josephine Ave. connects to a kindergarten classroom that other classes use as well, and the door closer to Willow Ave. connects to an Art Class room with is sometimes used during the day, but is also the primary door for afterschool programs. Other points of access for students using the main school entrance doors on Josephine Ave and Willow Ave.

Q. Is the funding allocated for construction?

ANSWER: No, funding has only been allocated for design. The budget for the construction is to be determined.

Q. Will there be a combined public process for both schools?

ANSWER: No, each school will have its own public process with at least 3 public meetings apiece and meetings with the administration.

Q. Will the two schools be bid as one construction bid package?

ANSWER: Yes, both projects will be bid together in the spring. The intent is to have one contractor selected to do both parks. At this time it is not clear if the construction will be simultaneous or staggered over two summers

Q. Is security an issue? Will cameras be needed?

ANSWER: Lighting and sightlines are the primary security concerns, no cameras are required. The parks will be available to the public after hours and Parks & Recreation will likely use the synthetic turf fields for programming.

Q. Are there existing conditions materials and surveys available?

A. No, those are to be provided by the selected designer and are part of the design fee.

Q. What is the age range for students in the school?

ANSWER: K-5<sup>th</sup> grade

Q. Geotechnical is requested in the bid package. Is that needed?

ANSWER: The schoolyard designs will require civil engineering plans in order to develop appropriate grade changes, wall construction, and fence and light pole footings. Storm water drainage issues may also need to be addressed. However, we agree that a Geotechnical engineer may not be required.

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Q. The basketball court is to remain?

ANSWER: Yes, it is very important to the students and the school.

### **West Somerville Neighborhood School**

Q. Who are the stakeholders that are making decisions on what is needed?

ANSWER: School administration, the PTA, and the community.

Q. What is the age range of students?

ANSWER: Pre-K through 8<sup>th</sup> grade

Q. How old is the building?

ANSWER: Constructed in 1995

Q. Both projects include carrying the fee for the survey?

ANSWER: Yes

Q. What about unforeseen infrastructure, pipes, drainage, etc issues?

ANSWER: That will be figured out as the process moves forward. The surveyor on the project should be able to identify what is currently known and then unforeseen issues will be addressed as they arise.

Q. Does the playground stay?

ANSWER: The existing play structure will be removed. However, the new design should include a space for the children in the 2-5 age range, and new play features will need to be incorporated. However, the shape of the space can be changed as part of the new design. We will provide all community meeting notes to the selected firm. They are protective of their parking needs and wish for the existing spots to stay. Lighting will be a factor as well.

Q. Is there currently irrigation?

ANSWER: Not currently, but the plan is to have irrigation.

### **QUESTIONS SUBMITTED DURING Q/A PERIOD**

Q. During the site visit, you mentioned you want to keep a basketball court at the Brown School. Do you also want to keep the basketball court at the West School?

ANSWER: Presumably there will be a basketball court at the WSNS. However, the play features and components to be included in the design for each schoolyard will be determined with the individual

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school administrations and their respective community's. In staff meetings with the Brown School representatives', the recommended keeping the basketball court. In meeting with the WSNS staff, basketball was not specifically mentioned. As stated, the recreation space at each schoolyard is limited, therefore having multifunctional spaces as part of the design will be important.

Q: Should we include sub-consultants (survey, civil, turf, irrigation) in our proposal? Or will we identify required sub-consultants after the project(s) have been awarded?

ANSWER: While not required, it is recommended that firms list civil, synthetic turf and lighting consultants. Each firm is expected to demonstrate their expertise and knowledge of good schoolyard design, and the experience of the firm's sub-consultants is critical to our selection process.

Q: Is a Vehicle Inspection Waiver or Inspection required for each RFQ Sub-Consultant or just the Prime Consultant at this time? In addition, is a personal vehicle parked on the street considered a "Vehicle on the Project," or is it only for those vehicles that are actively entering and leaving the Project site via a construction access road?

ANSWER: The ordinance is intended for all vehicles that enter Somerville as part of the work. However, the inspections will likely not apply to the selected design firm as the ordinance targets large Class 3 vehicles (think flatbeds and heavy machinery) and most personal vehicles will not require a side guard. The City asks that all prime consultants and contractors sign the ordinance acknowledging the requirements, even if they likely do not apply to your vehicle.

Q: Is the digital copy used as a record copy / file, or is it distributed to the selection committee? (If it's used during the selection process, image quality etc would be more important; if it's only for the record copy and inclusion in contracts etc, then a more compact file size might be preferable.)

ANSWER: The digital copy will be distributed to the selection committee as part of their evaluation.

Q: Does the City consider the synthetic turf field component at the Brown (and potentially at the WSNS) to be a high-performance, highly engineered athletic field, or a more multipurpose recreational field that would not be engineered for particular sports uses but rather for general durability, safety, and flexibility of use? Is a specialist synthetic turf subconsultant requested, or will a Landscape Architectural firm with experience in multipurpose turf fields be competitive?

ANSWER: The multipurpose recreational field is intended for general durability, safety, and flexibility of use, but should incorporate the standard components of a standard synthetic field including an appropriate base material with drainage, and an infill that is appropriate and agreed upon by the school and community. While the final product will be agreed upon after consulting with each school, it is presumed that each field will have a shock pad base, and will not have rubber infill.

Q: On pg. 5 under Design Team, the RFQ makes reference to subconsultants "including but not limited to lighting and geotechnical engineer." However, nothing in the description of the scope of work seems to indicate a need for Geotechnical engineering. Is there an aspect of the scope we're not seeing in the RFQ, or is the reference to a Geotech in the Design Team summary an error, or is this in reference to the retaining walls at the rear of the WSNS property or a particular concern about the synthetic turf spaces?

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ANSWER: The scope of work will require civil engineering and will need to address storm water concerns, but a Geotechnical Engineer is not required.

Q: The site surveys appear to be part of the requested project scope. Does the City want consultants to propose a surveyor as part of the project team, or to select a surveyor if awarded the project?

ANSWER: The surveyor may be selected after the award of the project, however the design firm's selection will not be considered grounds for a contract amendment of change in funding.

Q: Is there a desire to have, or to not have, traditional play equipment at the Brown School? Or is that to be determined as part of the community process?

ANSWER: Yes, presumably there will be some traditional play equipment at the Brown School. Considerations might include age appropriate features for the K-2 age group, and features for older children like climbing walls and taller structures that have a smaller footprint. The Brown Schoolyard is small and the play features will need to be appropriate for the available space. The final determination of features will be made as part of the community process.

Q: Is the expectation that both sites will be bid and awarded as one construction package to a single contractor, or will two Construction Documents packages, two Bid & Negotiation processes, and two Construction Administration processes be conducted?

ANSWER: Both sites will be bid and awarded to one construction contractor through a single Bid and Negotiation process, however each school site should have an individual construction package with its own set of plans and specifications. While the City hopes to build both schoolyards at the same time in one season, that schedule will not be determined until after a review with the school department and the City council.

Q: Are the existing retaining walls at the WSNS believed to be in sound structural condition, or should proposers expect to need a structural engineer on the team?

ANSWER: Yes, it is assumed that the WSNS retaining walls are in sound structural condition.

Q: In regards to the Brown and WSNS RFQ, does the project limit of the WSNS yard exclude the front vegetable garden (right side of entrance) but include the green space below the area with the play structure (left side of entrance)?

ANSWER: The design scope does not include the vegetable garden area to the east of the school entrance, but does include the lawn area to the west of the school entrance in front of the 2-5 playground.

RFQ 20-04 Brown School and WSNS Designer Services - List of Vendors Interested

Name	Company	Address	Phone	E-mail Address
Laurie Hemingway	Bishop Land Design	Quincy, MA	617-302-3408	<a href="mailto:lh@bld.partners">lh@bld.partners</a> ; <a href="mailto:mb@bld.partners">mb@bld.partners</a>
Aminah McNulty	Brown, Richardson, and Rowe	Boston, MA	617-542-8552	<a href="mailto:Amcnulty@brownrowe.com">Amcnulty@brownrowe.com</a> ; <a href="mailto:smorrill@brownrowe.com">smorrill@brownrowe.com</a> ; <a href="mailto:jpfeiffer@brownrowe.com">jpfeiffer@brownrowe.com</a>
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CITY OF SOMERVILLE, MASSACHUSETTS

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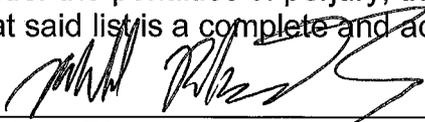
BID # RFQ 20-04 DATE: 7/25/2019 TIME: 10:00am

The following individuals were in attendance for a pre-bid meeting for:

**Brown School and West Somerville Neighborhood School Landscape Design Services**

Name	Company	Email Address	Phone Number
Anna Curtis-Heald	Crowley Cottrell	anna@crowleycottrell.com	617-339-8400
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Marcus Cantin	Copley-Wolff Design Group	mcantin@copley-wolff.com	617-654-9000
Sharon Komarow	Klopfert Martin Design Group	sharon@klopfertmartin.com	617-227-2560 x104
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CASS CHROUST	WESTON & SIMPSON	chroustc@nscinc.com	857.453.4636
MARIANA MARISCAL	TERRAINK	Mmariscal@terraink.com	781.316.1595

Under the penalties of perjury, the above list represents the names of all bidders in attendance at the pre-bid meeting and I declare that said list is a complete and accurate list of attendees.

  
Michael Richards  
Assistant Purchasing Director

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Witness