

**Addendum No. 1 to RFQ 20-05**



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

To: All Parties on Record with the City of Somerville as Holding RFQ 20-05  
**On-Call Engineering Services for Various Public Works Projects**

From: Michael Richards, Assistant Purchasing Director

Date: August 12<sup>th</sup>, 2019

Re: Answer Questions

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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. The deadline for submissions remains unchanged – sealed proposals are to be delivered to the address below by **2:00pm Wednesday August 14<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** \_\_\_\_\_

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### QUESTIONS AND ANSWERS

Q. Does the City expect to see an org chart for the different disciplines in this proposal or just identify key personnel for each discipline and organize the technical and management teams on the task orders basis?

ANSWER: The City will accept identification of key personnel for each discipline.

Q. Does the City expect to see an overall project manager and principal-in-charge for the entire on-call contract or one project manager per discipline?

ANSWER: A separate project manager per discipline is acceptable.

Q. Is there a minimum DBE/WBE requirement for this contract?

ANSWER: No, the City does not have a minimum DBE/WBE requirement for this project.

Q. The RFQ stipulates the layout/format/sectioning of the proposal submission. It does so in Section 1.3.2 and again in Section 3.0. The sections (and content) identified in each of those two locations in the RFQ (1.3.2 vs 3.0) are not entirely consistent (different sections are requested and different content also). Please clarify which of these two sections should be followed specifically in our proposal submission layout. Do the heading titles in our qualifications package need to match these titles exactly?

ANSWER: The Letter of Transmittal referenced in Section 1.3.2 shall reference any of the following disciplines for which the Offeror is applying:

1. Water/Wastewater/Stormwater Systems Design
2. Roadway Design/Traffic Engineering/Pavement Management
3. Asset Management
4. Geotechnical Engineering
5. Structural Assessment (e.g. retaining walls, etc.)
6. Land Surveying / CAD Drafting
7. Construction Cost Estimating

The Qualifications Package referenced in Section 3.0 should include the following sections:

- Corporate Profile, including a summary of qualifications
- Project Management Approach
- Project Team Key Personnel
- Past Performance and Representative Projects
- Review of Design Documents and Cost Estimates

Q. Section 3.0 Offerors' Checklist (page 14 of the PDF RFQ) states that base fee schedules are required with the contract post award. Section 0.0 Intent and Purpose (page 2 of the PDF RFQ) states that "Interested applicants are invited to submit qualifications and rate schedules that would apply over a three-year contract term." Could you please clarify if this SOQ should include a fee schedule, and, if so, if it should be under separate cover?

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**ANSWER:** We request proposers submit a base fee schedule detailing a range of rates for various staff that may be included in the project team. However, the final project costs and rates will be determined on a per-project basis and included with each project task order.

Q. Are you able to share the current incumbent for the project below?

**ANSWER:** Under the City's 2016-2019 On-Call Engineering Services RFQ, contracts were awarded to:  
Greenman-Pedersen, Inc.  
Kleinfelder Northeast, Inc.  
Stantec Consulting Services  
STV Incorporated  
Design Consultants, Inc,  
Howard Stein-Hudson Associates, Inc.

Q. Section 1.0 General Information on RFQ (page 3 of the PDF RFQ) states "Do not use 3-ring binders." Section 1.3.1 Submittal Format (page 4 of the PDF RFQ) states "The cover and spine of each binder will clearly identify the Offerors name...All binders will allow for easy removal and replacement of pages." Could you please clarify whether or not a 3-ring binder should be used, and, if the answer is no, if an SOQ bound with a comb binding would be acceptable?

**ANSWER:** We request that you do not use 3-ring binders. Spiral, GBC, or comb binding are acceptable.

Q. Please confirm number of submittals in package. One original and one copy, plus digital copy OR one original and one digital copy

**ANSWER:** One original and one hard copy are required, along with one digital copy on a flash drive or CD-Rom.