

Addendum No. 1 to RFQF 20-60



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

To: All Parties on Record with the City of Somerville as Holding RFQF 20-60,
Consulting Services for “Somerville By Design” Neighborhood Planning Process
on an As-Needed Basis

From: Thupten Chukhatsang, Procurement Analyst

Date: March 2, 2020

Re: Answer questions posed during Q/A period

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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 from Prospective Bidders

Q. Could you please provide a list of consultants currently or recently contracted?

A. The list of consultants that hold contracts with the City from the previous RFQF are:

Street Plans Collaborative, Inc.
Over, Under Incorporated
Principle Industries, LLC
Robert Charles Lesser & Co. LLC
TischlerBise, Inc.
Toole Design Group, LLC
Nelson/Nygaard Consulting Association, Inc.
Kittleson & Associates, Inc.
Utile, Inc.
Gehl Studio, Inc.
Urban Advisors, Ltd.
Team Better Block, LLC

Q. Will the City be able to keep the Work Samples submitted as part of this RFQF confidential if the project is still ongoing and the results not yet published?

Generally, the work samples submitted as part of an RFQ become publicly available upon request after the evaluations are complete. DCAMM update statements and Tax-IDs are the only items that are deemed confidential and are redacted prior to release of records publicly requested. We cannot guarantee keeping your work sample confidential so please only submit work samples that could be public.

Q. Can the City elaborate a bit on the areas of expertise so that bidders can be certain to meet City expectations in each category? Specifically, what does the City consider the difference between F. Conceptual Development and Architectural Illustration, and G. Sketch and Site Plan Drawing?

I believe the way our RFP is set up, bidders do not need to meet expertise in each category. I just want to be clear on that. Conceptual Development would be sketch up type models. Architectural Illustration would be more detailed showing materials and streetcapex whether in plan, elevation, or perspective. Sketch and Site planning is site planning development. I believe sketch in that description is incorrect.

Q. For Planning and Project Management Tools (items J and K), do the tools need to be publicly accessible, or can they be run locally by planning staff?

They do not need to be publicly accessible.

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Q. Knowing that the City may select consultants from multiple teams in its award, is it the City's preference to see teams with multiple partners and subconsultants—some of which might be on other respondents' teams—that cover all of the service and expertise areas, or would the City prefer submissions from single entities who may not cover all areas in-house?

Either is acceptable.

Q. Does the City prefer resumes from our entire team, or only the prime specialist in each area of expertise?

We would like resumes from the prime specialist and project managers for the area of expertise.

Q. Under Section 1.3- Qualifications & Experience, Part C, it is required we provide (3) references for each person on our team. Separately in the RFP PDF (page 23), there is the "Reference Form". Are we required to fill out the Reference Form for additional client references only, in addition to the (3) required per team member?

You do not have to provide additional references over what is requested. However, if you do, please feel free to use your own format or the reference form provided.

Q. Non-Price (Technical) Proposal Format Page 4 of 43 of the RFP. All binders will allow for easy removal and replacement of pages.

Question: The application format requires submissions to allow for easy removal and replacement of pages - are bulldog clips acceptable?

Yes.

Q. Non-Price (Technical) Proposal Format Page 4 of 43 of the RFP. Responses shall be prepared on standard 8.5 x 11 inch paper

Question: Is an 11"x17" fold out page (i.e. folded closed into 8.5x11) acceptable?

Yes.

Q. Reference Form Page 23 of 34 of the RFP and Non-Price (Technical) Proposal Format Pages 4-5 of 43 of the RFP. Qualifications & Experience C. A minimum of three (3) Client References for each individual included in the Qualification Submission (e.g. including relevant staff within a firm).

Question: Is the Reference Form a required attachment or are the three references for each staff in the Qualifications & Experience Section sufficient?

You do not have to provide additional references over what is requested. However, if you do, please feel free to use your own format or the reference form provided.