

**Addendum No. 1 to RFQ 18-20**



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

To: All Parties on Record with the City of Somerville as Holding **RFQ 18-20, OPM Services for Buena Vista Garage Renovation**

From: Michael Richards, Assistant Purchasing Director

Date: March 21, 2018

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 deadline remains unchanged. Sealed proposals are to be delivered by **11:00am on Wednesday March 28<sup>th</sup>, 2018.**

**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 18-20

Q. Are you in the process of selecting a design consultant, have selected one already, or will advertise for design services in the near future?

A. No design consultant has been selected. These services will be advertised after an OPM has been selected. The OPM will assist in creating the RFQ for the design and evaluation of the design professionals' qualifications.

Q. Generally, what types of repairs are planned in the deck?

A. Please reference the Kleinfelder Feasibility Study in Appendix A for a general description of the existing facility and recommendations. However, we are also interested the OPM's expertise and experience to guide the final design and determine what types of repairs are needed.

Q. What is the projected/anticipated overall cost for this project?

A. \$1,500,000

Q. In the scope of services for the OPM for the BV parking garage, there was the statement "very high level of landscape design" experience in the evaluation criteria. Is this requirement intended for this particular scope?

A. This should read "very high level of building design".

Q. The Minimum Requirements shows that the Project Director shall be certified in the Massachusetts Certified Public Purchasing Officer program. Is this a hard requirement, as our experience is that all purchasing for a municipality is typically handled by a purchasing/procurement officer?

A. While the majority of the procurement responsibilities will be completed by the City's Purchasing Department, the City's 'best practices' are to employ an OPM certified by the MCPPO program to assist in those functions.

Q. In the "Non-Price (Technical) Proposal Format" section it says that "All submissions will allow for easy removal and replacement of pages." In Section 1.0 General Information on Proposal Process it is clearly stated that the City does not want proposals submitted in 3-ring binders. Will the City permit proposals to be submitted in binder clips or is there another binding format that the City prefers?

A. The "non-elaborate binding" request is made since most proposals will be evaluated through the digital copy, and all physical binding of proposal will be thrown out or recycled when stored. In an effort to cut down on waste, binder clips or spiral binding are acceptable, though no proposals will be disqualified based on their submission material.