

Addendum No. 1 to RFQ 18-43



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

To: All Parties on Record with the City of Somerville as Holding **RFQ 18-43, OPM Services for Design and Construction of ArtFarm**

From: Michael Richards, Assistant Purchasing Director

Date: March 21, 2018

Re: Answer Questions

Addendum No. 1 to RFQ 18-43

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 28th, 2018.**

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

A. \$3,200,000

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.