

Addendum No. 2 to RFQ 19-21



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

To: All Parties on Record with the City of Somerville as Holding **RFQ 19-21 EV Infrastructure Strategy Consulting Services**

From: Michael Richards, Assistant Purchasing Director

Date: October 9th, 2018

Re: Answer Questions

Addendum No. 2 to RFQ 19-21

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.

This addendum answers all questions received prior to the Q/A deadline.

The deadline remains unchanged. Sealed bids are to be delivered by **11:00am on Wednesday October 17th**.

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. 2 to RFQ 19-21

Q. The suggested budget raises questions about the depth of analysis expected for the project scope. Would you please provide additional guidance on the level of detail? Will the city accept proposals that deliver some, but not all of the illustrative deliverables given the available budget?

A. The City wishes to complete this scope within the stated timeframe and budget. In their response letters, submitters are encouraged to detail which illustrative deliverables they anticipate to be able to accomplish on each task within the schedule and budget. The scope is designed to be flexible enough to allow for the City and the chosen consultant to work together to determine the most useful and appropriate deliverables for each tasks within the budget.

Q. Refer to the scope of work item 2c. Collect data from Eversource and provide recommendations on engaging and collaborating with Eversource. Have you already engaged with Eversource to discuss this data request? If so, please describe the data they are willing to provide.

A. We have not yet engaged with Eversource on this task. Part of this task would be to advise on the types of data needed from Eversource.

Q. Please refer to the text "Presentations for stakeholder or community meetings" under the header Project Deliverables. Please confirm if there will be one stakeholder meeting and one Powerpoint presentation of the EV Policy Toolkit at this meeting.

A. Yes, there will be at a minimum one stakeholder meeting and the consultant will be responsible for creating a Powerpoint presentation for that meeting. If deemed necessary and within the budget by the City and the project manager, additional stakeholder meetings and/or presentations could be added to this task.

Q. Please clarify if there are any other deliverables for scope of work item 4, in addition to the potential draft RFI.

A. The deliverables identified in the RFQ are illustrative of the types of deliverables that would the culmination(s) of the identified tasks. The consultant and City team will work together to identify the most useful and appropriate deliverable for the tasks within the budget.

Q. Can the City please clarify the requirements for the price proposal? Is only the Price Summary Page required to be submitted, or must other documentation be included? Section 2 of the RFQ indicates that the project budget for this effort is \$30,000, however the Price Summary Page indicates a need only for billing rates to be submitted.

A. The City presented a project budget of \$30,000 but requests respondents to supply the hourly rates for each of the individuals that will be working on the project. The resulting contract will be set at a 'not to exceed' limit of \$30,000. The hourly rates and fee schedule will be included in the resulting contract and will allow the project team to manage staff time to maximize project deliverables while staying within the budget, and will also allow the City to pay invoices according to contract pricing.