

Addendum No. 1 to RFP 20-43



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

To: All Parties on Record with the City of Somerville as Holding
RFP 20-43 Community Center Planning Consultant

From: Thupten Chukhatsang

Date: 12/17/2019

Re: **Question & Answers**
Community Space Inventory (Excel file) – Please download via the purchasing
website link (<https://www.somervillema.gov/departments/finance/purchasing>).

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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 & Answers

1. The RFP (pg. 8) says, "City staff will assist with providing an initial list of documents, including the enclosed Community Spaces in Somerville list." We didn't notice this list enclosed with the RFP document. Would you please provide it? The list would give us a better sense of the scope of spaces to be considered.

As a part of this addendum, the **Community Space Inventory list** is attached as a separate excel file available for download via the purchasing website following this link (<https://www.somervillema.gov/departments/finance/purchasing>).

2. Would you please provide more detail about the services specific to the inventory and analysis of non-profit provided community spaces. We're trying to better understand the level of effort required for this part of the scope.

We would like the consultant to make informational phone calls with non-profit managers of community spaces in Somerville to gather some basic information--square footage, whether the space needs any major repairs, what the current policies for usage are now, etc.

3. Does the City have a defined fee budget or range for this study?

The City's budget for this project is under \$12,000.