

Addendum No. 1, RFP 21-62



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

To: Prospective Applicants RFP 21-62, Charter Review Consulting Services

From: Angela M. Allen, Director of Purchasing

Date: March 24, 2021

Re: Responses to Requests for Information; Revised and Updated Price Form

Addendum No. 1 to RFP 21-62

This addendum documents responses to all requests for information (RFIs) submitted by prospective applicants to this RFP.

The price form is also updated and included as part of this addendum. All respondents shall use the updated price form when submitting their proposals. Remember that price forms shall be sealed separately from non-price proposals.

****ACKNOWLEDGE THIS ADDENDUM****

Please sign below and include this form in your application package.

X

Name of Authorized Signatory
Title of Authorized Signatory

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	Question	Response
1.	Has Somerville contracted with an attorney to assist with the charter review process? If not, would it be appropriate for us to add an attorney to the team?	The project team coordinating the review of the City Charter have access to the Somerville Legal Team and have been assigned two attorneys for the process, who will be available whenever needed in the process.
2.	Is there an established budget range or not-to-exceed amount for the requested services?	No.
3.	Is there an anticipated timeline for the requested services?	Our goal is to complete the process by November 2021, but recognize most processes average 1.5 years. We will do our best to complete the process by the end of 2021, with the possibility of extension.
4.	What is the expectation of an on-site vs. virtual presence?	We are currently planning to remain virtual, and plan to have a virtual option even if we go back to on-site meetings.

RFP # 21-62
SECTION 3.0
PRICING

By signing this Price Form, the Proposer certifies the following bulleted statements and offers to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled: Charter Review Consulting Services

- The proposals will be received at the office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143 no later than **03/31/21 by 2PM EST**
- If the **awarded** vendor is a Corporation a “Certificate of Good Standing” (produced by the Mass. Sec. of State) must be furnished with the resulting contract (see Section 4.0.)
- **Awarded Vendor** must comply with Living Wage requirements (see Section 4.0; only for services)
- **Awarded Vendor** must comply with insurance requirements as stated in Section 4.0.
- The Purchasing Director reserves the right to accept or reject any or all proposals and/or to waive any informalities if in her/his sole judgment it is deemed to be in the best interest of the City of Somerville.
- The following prices shall include delivery, the cost of fuel, the cost of labor, and all other charges.
- This form to be enclosed in sealed proposal package.

Please provide Unit Price for the following and include any additional fees not listed:

<u>5/1/21 - 12/31/21 Estimated Contract Term</u>	
<u>Instructions</u>	
<ul style="list-style-type: none"> • Attach a separate price proposal that reflects hourly rates and estimated hours per person for the scope of work. • State the total proposed contract price in the space to the right. 	
<u>5/1/2 - 12/31/21 Hourly Rates per Project Staff Member</u>	
Principal / Project Manager	\$
Associate	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Name of Company/Individual:	
Address, City, State, Zip:	
Tel #	Email:
Signature of Authorized Individual	
Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.	
ACKNOWLEDGEMENT OF ADDENDA:	
Addendum #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____ #7 _____ #8 _____ #9 _____ #10 _____	