

Addendum No. 1, RFQ 20-31



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

To: Prospective Applicants RFQ 20-31, Union Square Plaza and Streetscape – Design Services

From: Angela M. Allen, Director of Purchasing

Date: November 19, 2019

Re: *Responses to Questions from Prospective Applicants*

Addendum No. 1 to RFQ 20-31

The City is issuing this addendum to address the questions received by prospective applicants.

****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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Questions for Clarification of Submission Requirements

1. Is an 11"x17" fold out page (i.e. folded closed into 8.5x11) acceptable/allowed within the application?

Answer: Yes.

2. The application format requires submissions to allow for easy removal and replacement of pages - are bulldog clips acceptable for the application?

Answer: Yes.

3. Based on the preferred Master Plan/Conceptual Scheme from Phase I it may be necessary to add certain disciplines to the design team, would it be possible to add any potentially necessary consultants in Phase II that are not listed now?

Answer: Yes. However the City is requesting qualifications be submitted for both phases in order to evaluate the full team capabilities from concept through construction.

4. Section 1a of the RFQ states that identification of registration, number of years' experience and where obtained should be listed in the cover letter. Is this intended for the entire project team in the cover letter (knowing that resumes and project approach will address these items more specifically) or just the Prime applicant?

and a related question:

Does the City want copies of professional licensure or can this information be listed in a team member's CV?

Answer: The intent of this requirement *in the cover letter* is to ensure that these data are submitted *in the application overall*. If the resumés attached to the application include this experience *and license numbers with expiration dates*, then the cover letter can cross-reference the resumés. **Copies of the licenses are preferred.** It is important that the overall application includes licensure information for the prime applicant as well as its sub-applicants.

5. Section 2: Do you require "year the firm was established, total number of employees, and number of employees focused on this engagement" for each team member or just the Prime applicant?

and a related question:

Section 2. Summary of Qualifications & Experience (page 5 of 60) *Include a resume or CV for each proposed team member as well as professional licensure.*

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Answer: This information is desired for each team member, i.e. each firm and the key individuals who will comprise the team, which includes the prime applicants *and* sub-applicants. The application should present all the team members – the individuals and the companies they represent, highlighting the relevant experience and qualifications of the team members.

6. Is a project reference table missing from the RFQ or are references included on project example sheets sufficient?

and a related question:

Section 3.0 Proposer's Checklist (page 25 of 60) *References – refer to Section 1.3, 2 (b) for details on format*

Answer: This RFQ does not include a blank table for applicants to complete for references. The applicants may furnish references in their own formats. Refer to Section 1.3, 2 (b) to ensure that references include the desired information.

Questions re: Contract Forms, General Terms and Conditions

7. Appendix A - City Of Somerville General Terms and Conditions. Article 11.2 (page 15)

Will this contract be "...subject to the Massachusetts Designer Selection Statute, M.G.L., c. 7, §38A-1/2 et seq., and if the Contract Amount exceeds \$100,000,..." ?

Answer: No. The contract for design of the plaza and streetscape is not subject to the Designer Selection Statute, which is now MGL 7C, §50 (formerly MGL c. 7, §38G).

8. And will "...the provisions of M.G.L. c. 30, §39R contained in sections 11.3 –11.7..." be applicable?

Answer: No.

9. Regarding application signatures, for General Partnerships do you require original signatures from all partners, or can one partner sign on behalf of the remaining partners if documentation authorizing this individual to do so is also included?

Answer: In the case of a General Partnership, both methods proposed are acceptable – either original signatures from all partners, or one partner signing on behalf of the remaining partners if documentation authorizing this individual to do so is included.

10. Our firm is a Foreign General Partnership. Is there some other type of documentation that we should submit in lieu of a Certificate of Good Standing?

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Answer: If an applicant does not currently have this certificate from the MA Secretary of the Commonwealth, it will be required in order to execute a contract. The applicant may suggest an equivalent document for consideration by the City.

11. You provide two versions of the Certificate of Authority, one for Corporations and one for Limited Liability Companies. Is there a different version of this form that we should complete as a Foreign General Partnership?

Answer: The City does not have a different version of this form. An applicant may submit an equivalent document to certify who is authorized to sign on behalf of the applicant. Such document shall include the name, title, affiliation of the authorized signatory. - If an applicant does not currently have this certificate from the MA Secretary of the Commonwealth, it will be required in order to execute a contract. The applicant may suggest an equivalent document for consideration by the city.

Questions re: Scope of Services

12. How much do you expect the city of Somerville to be involved with the Public/Community Process? Will the city be facilitating or conducting meetings?

Answer: The City expects to be involved with every public and stakeholder facing meeting. The City will reserve meeting spaces and coordinate schedules for meetings with the design team, City Councilors, and other key stakeholders. The City anticipates a mix of facilitating and conducting meetings and will finalize the public process with the selected design team based on their qualifications and experiences with regard to community engagement.

13. Is the City looking for the Consultant team to develop additional programming of the open space as part of this project?

Answer: The future open space programming is open for discussion as part of the community process. The City expects that existing event programming such as the Farmers Market and street festivals such as Fluff Fest will remain

14. Is Hazardous Materials Evaluation, Recommendations, and Remediation included within the Consultant's scope?

Answer: The City wants to see the Applicant include team members with skills and experience to address the following aspects of the project: evaluation, recommendations and remediation of hazardous materials. The City has not yet determined if these aspects will be included in the scope of work for the design consultant; however, applicants that include skills and experience to fulfill these aspects re: hazardous materials are strongly encouraged.

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15. Is a current topographic survey available for the project area, or is preparing one part of the Consultant's scope?

Answer: There are various pieces of topographic surveys for the project area. The City anticipates that additional topographic surveying will need to be procured.

16. Has City of Somerville identified a construction budget for the Union Square Plaza and Streetscape?

and a related question:

Is there a defined budget for this study?

Answer: The construction budget has been identified in the City's Capital Investment Plan: <https://www.somervillema.gov/sites/default/files/capital-investment-plan-june-2019-project-list.pdf>

17. Does City of Somerville have a required standard expectation on design services fees as percentage of such a construction budget?

Answer: The City does not have a standard expectation on design services fees for this open space project as percentage of such construction budget. The City will negotiate a design service fee with the top ranked design team. In the case that the top ranked team and City cannot reach an agreement, the City will negotiate a design service fee with the second ranked design team.

18. What is the scope of sewer separation and stormwater management work? Should this be included in the project or would it be completed under a separate contract and incorporated into this planning study?

Answer: The sewer separation and stormwater management work is being or will be completed under the Somerville Avenue Utility and Streetscape Improvement project and the Spring Hill Sewer Separation Project. There will need to be coordination between all projects.

19. Is the study of MBTA routes and bus stop locations part of this study? Is it assumed that the bus routes and stops will remain in the current configuration?

Answer: The City expects the current MBTA routes and bus stops within the scope of work to largely stay the same. If there are one-way to two-way road conversions stops within those locations may need to be adjusted.

20. Can you please provide new links to two documents listed in the RFP which are not available at the links provided? The two are: 1, SomerVision: Somerville's Comprehensive

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Plan 2010-2030, and 2, Somerville's Municipal Vulnerability Preparedness Program (MVP).

Answer:

<https://www.somervillema.gov/sites/default/files/somervision-comp-plan-2010-2030.pdf>

The MVP program work is still active and has not been released to the public. The City will share the MVP work with the selected design team. Please reference the Somerville Climate Forward Plan <https://www.somervillema.gov/sites/default/files/somerville-climate-forward-plan.pdf> and 2017 Climate Change Vulnerability Assessment for similar goals and objectives https://www.somervillema.gov/sites/default/files/6-13-2017_Somerville%20CCVA%20Final%20Report.pdf