

Addendum No. 1, RFQ 20-40



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

To: Prospective Applicants RFQ 20-40, Owner's Project Management Services, Building Renovation and Department Relocation Master Plan

From: Angela M. Allen, Director of Purchasing

Date: December 13, 2019

Re: **Answers to Questions Received**

Addendum No. 1 to RFQ 20-40

****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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- 1.** Will the OPM be expected to perform relocation/move management or coordination services? If so, what is the scope of these services?

Answer: The Designer will be charged with meeting with affected departments to determine space and resource needs and working with the Capital Projects Department to assist with locating either existing city-owned property and/or developing requirements for privately-owned locations. Temporary structures similar to the temporary classrooms currently being used during the Somerville High School renovation will also be strongly considered. We expect this to be done in up to three separate phases as each building identified within the Master Plan is scheduled to be renovated. The OPM will be expected to review costs and schedule impacts/benefits of relocation scenarios and assist with the development of procurement packages.

- 2.** Does the City intend to hire a relocation/move vendor?

Answer: A relocation vendor will likely be required as determined by the size and scope of each move. We will also consider using our existing DPW staff when available.

- 3.** Will the OPM be expected to procure or manage the work of furniture or IT/AV vendors?

Answer: Yes, in certain instances as determined by the size and scope of each move.