

Addendum No. 1, RFQ 21-02



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

To: Prospective Applicants RFQ 21-02, City of Somerville New Public Safety Facility

From: Angela M. Allen, Director of Purchasing

Date: July 27, 2020

Re: RFIs and Answers

Addendum No. 1 to RFQ 21-02

Addendum No. 1 is issued as a component of the Solicitation for Qualifications: RFQ #21-02. An updated version of RFQ 21-02 that reflects corrected typos and the desired submission format that are outlined in this Addendum will be posted Wednesday, July 29, 2020 at <https://www.somervillema.gov/departments/finance/purchasing>.

Addendum No.1 consists of the following Attachments:

Attachment A: Somerville Supplier Diversity Certification Form

Attachment B: Standard Designer Application Form for Municipalities (Updated July 2016)

Attachment C: RFI and Response Log dated 7/27/2020

Attachment D: Cost Estimating Services Scope Clarification Memo

Attachment E: Briefing Attendance List

****ACKNOWLEDGE THIS ADDENDUM****

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

X

Name of Authorized Signatory
Title of Authorized Signatory



SOMERVILLE SUPPLIER DIVERSITY CERTIFICATION FORM

Background

The City of Somerville is an equal opportunity employer and encourages businesses to apply to work with the City that are representative of the City's diverse community. In an effort to increase the opportunities for disadvantaged and small businesses within Somerville and surrounding communities, the City recognizes Massachusetts' Operational Services Division's Supplier Diversity Office certification program.

Application Process

Applicable parties may learn more about the Commonwealth's supplier diversity certification process and apply here <https://www.mass.gov/supplier-diversity-office>. During the certification process, which takes approximately 30 days, the SDO investigates applicant companies to make sure they meet applicable legal requirements. Under SDO regulations, the applicant firm must prove it is at least 51% owned and dominantly controlled by adult minority, women, Portuguese, or veteran principals who are U.S. citizens or lawful permanent residents. Firms also must be ongoing and independent.

Certifications

Check all those that apply:

- ☐ **Minority Business Enterprises (MBE)**
- ☐ **Women Business Enterprises (WBE)**
- ☐ **Veteran Business Enterprises (VBE)**
- ☐ **Portuguese Business Enterprises (PBE)**
- ☐ **Other** _____

The undersigned certifies that the applicant has received certification from the Massachusetts Supplier Diversity Office for the SDO category/categories listed above and has provided the City of Somerville with a copy of the SDO certification letter.

CERTIFIED BY:

Signature: _____
(Duly Authorized Representative of Vendor)

Title: _____

Name of Vendor: _____

Date: _____

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location For Which Firm Is Filing:		2. Project #								
			This space for use by Awarding Authority only.								
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)									
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:									
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:									
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: Telephone No: Fax No.:		3. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>									
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):											
Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)
Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)		_____	(_____)
Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners: Urban./Reg.	_____	(_____)		_____	(_____)
Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)		_____	(_____)
Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)		_____	(_____)
Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)		_____	(_____)
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)		_____	(_____)
Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)	Total	_____	(_____)
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No											

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:

CITY / TOWN / AGENCY

Prime Consultant
Principal-In-Charge

Project Manager for Study

Project Manager for Design

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

Discipline
(from advertisement)

Name Of Firm
Person In Charge Of Discipline
Mass. Registr. #
MBE/WBE Certified (If
Applicable)

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
Be Specific – No Boiler Plate																																	
11.	Professional Liability Insurance: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
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12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer YES or NO . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">MA Reg #</td> <td style="width: 20%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">MA Reg #</td> <td style="width: 20%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">MA Reg #</td> <td style="width: 20%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">MA Reg #</td> <td style="width: 20%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name And Title</td> <td style="width: 20%;">% Ownership</td> <td style="width: 20%;">MA. Reg.#</td> <td style="width: 20%;">Status/Discipline</td> <td style="width: 20%;">Name And Title</td> <td style="width: 20%;">% Ownership</td> <td style="width: 20%;">MA. Reg.#</td> <td style="width: 20%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
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16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted by (Signature) _____</td> <td style="width: 50%;">Printed Name and Title _____</td> </tr> <tr> <td></td> <td style="text-align: right;">Date _____</td> </tr> </table>	Submitted by (Signature) _____	Printed Name and Title _____		Date _____																												
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	Date _____																																

RFI Log for RFQ #21-02 Somerville Public Safety Building		
RFI No.	Question	Response
1	Do you have a sense of the square footage of the building?	There is no anticipated square footage for the full project. This will be developed during the Programming Phase.
2	What is the potential construction cost for the building?	The projected Construction Cost is between \$40-45 million dollars. The actual budgeted cost remains to be finalized.
3	Can you share the Feasibility Study by Weston & Sampson	https://www.somervillema.gov/sites/default/files/90%20Washington%20Street_W&S_report.pdf
4	Within the RFQ, point 2.6 on page 23 clarifies the desired format for the table of contents (subpoints i thru vii). However- on the checklist provided, these list items are all categorized under the Summary of Qualifications and Experience. Is it preferred that the table of contents remain exactly as listed on point 2.6, or if you were okay with those points on 2.6 existing as subsections for the Summary of Qualifications section.	Respondents are advised to follow the format as indicated under 2.6 Submission Specifications/Requirements. In the revised RFQ, information from 2.6 will be merged with Section 1.3
5	There is not a form labeled, "Supplier Diversity Certification Form" which is required. Is the required form labeled something different or is it absent from the file? •The RFQ makes reference to a Supplier Diversity Form. We did not find this form in the RFQ. Does the City have a form or is the reference to the Massachusetts SDO forms?	See Attachment -A- Supplier Diversity Certification Form, included as a component of this Addendum.
6	Is there a plan holders' list or sign in sheet available for the Somerville public safety project?	See Attachment -E- Bid Holders Briefing Attendance, included as a component of this Addendum.
7	The RFQ refers to the Designer Application Form for Municipalities Not Within DSB Jurisdiction. The application form in the RFQ is for projects under DSB jurisdiction. Will the correct form be issued in the addenda or should we download the correct form from the state's website?	See Attachment -B-Standard Designer Application Form, included as a component of this Addendum.
8	Has the City Developed a process and schedule for Community involvement and "imagining" of what Police facilities will look like in the future?	<p>The City anticipates developing the schedule and the process for community involvement with the selected firm. The City of Somerville has a long history of engaging the public in its projects and city-wide development efforts. The Planning & Zoning division of the Office of Strategic Planning & Community Development can assist the selected firm to determine the optimum engagement points within the project schedule and the best tools for receiving effective public input. Somerville residents are active participants in community processes, and the design firm should anticipate significant community interest in this project.</p> <p>As part of the Racial and Social Justice Project, the City will be undertaking multiple community processes during the design period to further existing efforts to provide just, unbiased, and compassionate community policing as well as to dismantle systemic racism and social inequity. Relevant insights from these processes will be shared with the design team by City staff.</p>
9	Section 2.8 has a reference to a parking garage, please clarify or confirm?	Replace any reference to "parking garage" with "Police, Fire, or Public Safety Facility"
10	Are the design teams required to be MCPPO certified? What is the relevancy of MCCPO certification to this project?	Yes This is a City requirement. All firms engaged in the design of Public Facilities in Massachusetts should carry this certification
11	Are Design teams requested to carry Security Building Consultants?	Yes design firms are requested to carry a building systems integrator for all hardware and security systems. The City has an IT Director that will be engaged working with the design team.
12	The estimators scopes described in section 2.2 and 2.3 are slightly different, please confirm and clarify the intended scope.	Refer to Attachment "D"
13	Will the Regional Emergency Communications Center (RECC) Report for Medford, Melrose and Somerville be made available to the selected Architect prior to fee negotiation?	The report will be made available to the selected firm. Respondents should list any experience relative to design and construction of Regional or multi-agency facilities
14	Has a RECC agreement been executed identifying common equipment, financial, staffing, space, management and oversight requirements?	No
15	The following apply to a Somerville only or a RECC supported facility: 1.Are radio infrastructure upgrades required? 2.Are there municipal fire alarm systems (RF and/or 100 MA)? 3.Will the facility dispatch fire, police and any other City agencies? 4.Will the new facility include a communications radio tower on the site?	Respondents should assume this will be a fully functional dispatch and Regional Emergency Communication Center as defined by State 911. No further information on specific equipment is available at this time.

16	Will the new facility include a communications radio tower on the site?	It is unknown at this time. Should the City need to conduct a radio propagation study it will do so under separate contract.
17	In the Scope of Work, 3rd paragraph - Please clarify "...communications systems upgrades with up to 6 neighboring communities..."	Respondents should list consultants with the experience and expertise to provide this level of service to the City of Somerville. During negotiation with the selected firm a more defined scope of service will be addressed and the City reserves the right to contract work separately if it is found to be in the City's best interest.
18	Please clarify the need for Traffic Engineering for the project, but please confirm that there is no need for Mass Transit Planning/Engineering.	There is no need for traffic engineer. Anything off property will be addressed by the City under separate contract
19	Under the Application Format- VI. talks about experience with CM@RISK. And later, under scope of work it talks about CM@Risk application. Has it been decided that there will be a CM for this project and if so, when will that firm be brought on board? Would the design team be a part of the selection process?	The city has not made a final determination at this time, however respondents are asked to provide a description of their CM@Risk (c149-A) experience. The selected firm will be engaged in the process of CM@Risk selection should the City elect to proceed.
20	Under the Scope of Work there are 24 named disciplines including Radio Communications and Dispatch/Communications Consultant. Does the City work with a specific vendor that we will be coordinating with?	Respondents are asked to submit their intended consultants. Scope and Fee will be worked out during negotiations. The City reserves the right to procure its own consultant where it feels it is in the City's best interest
21	Section 2.6 RFQ Submission Specifications/Requirements – Minimum Requirements, Item 1. Calls for registration and licensing of disciplines including a hazardous material consultant (not listed under the 24 named disciplines though that does call for an Environmental LSP). At the briefing we were told the buildings would be down to slab. Prior to that demolition, I would assume that the hazmat would have been noted and removed if required. Could you clarify?	Delete the requirement for a building hazardous material consultant.
22	Section 2.7 Qualification Requirements Item 2. Discusses page requirements. Can you clarify these limitations? What is limited to 12pt and 10 pages?	In Section 2.7, Item 1, the word "conclude" is replaced with "include." The City recommends submissions capped at ten (10) pages and in 12 pt. font, but these are not requirements. Submissions that are overly voluminous with irrelevant information or small, difficult to read text will be deemed not advantageous.
23	Can you describe the interview format? Will it be via Zoom or some other platform?	At this time, the City intends to conduct interviews in person, at City Hall, with appropriate social distancing and health and safety procedures. Details will be confirmed when interviews are scheduled.
24	Page 24 of the RFP states, as part of the Minimum Qualifications, Demonstrated experience in the preparation of field observations, construction documents, and construction administration of parking garage structure renovations and repairs. What additional information about why this specialty is required and where it is meant to be deployed would be useful in formulating our response to the RFP?	Change Parking Garage Structure to Police, Fire or Combined Public Safety Facilities
25	Is the Application Format listed on pages 6-7 of the RFP the same as the Qualification Requirements listed on page 25 of the RFP? i.e. is the Summary of Qualifications and Experience (page 6) the same as the Summary Statement (page 25), which is to be 10 pages or less?	Pages 6-7 outline the desired format of the submission. The section entitled Qualification Requirements better defines the respondents required qualifications.
26	The RFP makes note of intended provisions for additional, non public safety, development uses for the site: housing, commercial, retail, etc. What is the intended mechanism to enable these additional uses: public/private partnership? does the city intend to develop these uses on their own? are the architects asked to bring a development partner into the team structure? Is this to be considered as one or more subsequent phases on the same site? Recognizing that this is a unique opportunity for the City and the Site, any additional clarity on this direction would be welcome	This information is provided to advise the selected designer that there may be many City partners and stakeholders looking to utilize portions of the site. Respondents are not being asked to carry or have City planning or development partner as part of the design team. Design meetings may be required with the City Planning, Economic Development or similar entities engaged with or by the City.
27	What is the area/size of the 90 Washington St site?	3.9 Acres
28	What is the anticipated project budget?	The total project budget is projected to be \$57 million dollars.
29	The RFP asks respondents to "consider the public realm around the site and the immediate area for improved walkability and potential future street or intersection alignments for neighborhood connectivity (pg. 17)." Does this imply the City is open to reconfiguring New Washington Street/Washington St within the scope of this project?	The description is offered so that respondents can provide a description of their experience and expertise with this type of urban Development. The specifics of what the project may or may not entail is yet to be determined.

30	Given the need for "close coordination with MA Highway and MDOT (pg. 17)", desire for "improved walkability and potential future street or intersection alignments (pg. 17)", and programmatic vehicular demands, should the professional services listed also include Traffic Planning/Engineering?	No, anything related to the project surrounding areas and "off-site" design work will be undertaken by separate contracts through the City
31	Can the City provide any guidance on the anticipated spatial and programmatic requirements for the new facility (GSF for each function, desired number of fire vehicles, etc.)?	This information is not available at this time. It is anticipated that the study/programming phase will develop this information.
32	Clarify if the Design Team will be required to carry a Commissioning Consultant	Design Teams are not required to carry a Commissioning agent, They are required to name a team member assigned to coordinate with the Owner's commissioning Agent

In response to a request for clarification of Cost Estimating services the following language shall replace Section 2.2 REQUIRED DESIGN AND OTHER SERVICES second paragraph and Section 2.3 PROFESSIONAL COST ESTIMATING SERVICES in its entirety.

PROFESSIONAL COST ESTIMATING SERVICES

The Design Team shall include as part of their work a professional third-party Professional Cost Estimating Service and deliver probable estimated costs at various milestones here-in defined.

- The first estimate is to be provided at the completion of the Schematic Design Phase. This estimate will establish the Project Construction Budget as approved by the Owner and may have to be Value Engineered to align with the projected project value.
- A cost estimate will be required with the submission of the 60% of Design Development phase documents.
- A cost estimate will be required with the submission of the 90% of Construction Document phase documents.
- A final cost estimate shall be provided that makes adjustments to the 90% CD estimated cost to reflect deducted or added scope creep incurred in the finalization of the Construction Documents.

The cost estimates shall carry appropriate design and construction contingences, as well as escalation through the period of the mid-point of construction based on the anticipated construction period. Estimating/design team shall carry not less than 2 Reconciliation Meetings to take place after each submission.

Estimates shall be broken out to include but not be limited to the Site, Building Cost, Security, and other Building Elements expected to be included in the resulting bids to delineate and cover all project related costs using the CSI MasterSpec 2004 format for both broad views and more detailed views of the overall program. All Estimate shall identify "Filed Sub Bid" or Trade Bid Categories.

- Total Hard Costs.
- Contractor/Subcontractor Markup.
- General Conditions.
- Escalation (from estimate preparation to bid date and the duration of the project).
- Factor in Market Conditions.
- Design Modification (Schematic to Construction Document) Contingencies.
- Construction Contingencies.
- Risk.
- Prevailing Wage.
- Tax Exemption for materials incorporated into the Project.
- Schedule.
- Projected Winter Construction Costs (if applicable)
- Flag High Cost Systems.

Copies of Estimates shall be provided to the Owner in MS Excel Format for internal review and Comment as well as PDF Formats. The Estimator shall also provide an executive summary page related to the probable estimated costs.

Upon review, if the cost estimate(s) are over the construction budget as established and approved following the Schematic Design Phase Estimate, the owner shall reserve the right to initiate value engineering and redesign services at no additional cost to the owner, terminate the contract, or continue with services. Any and all cancellation shall be considered as "cancellation for convenience". The firm shall at that juncture have no basis of claim for any damages or for lost profits for work not performed.

Designer Selection
Somerville Public Safety Project
Somerville, MA

RFQ 21-02 Design Services for New Public Safety Facility- Bid Holders					
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