

Addendum No. 2 to RFP 25-33



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: Proposers of RFP 25-33 CMMS/EAM and Associated Implementation and Configuration Services

From: Andrea Caruth, Deputy Chief Procurement Officer

Date: April 11, 2025

Re: Response to Proposer Questions

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****Please note: the Proposal Deadline is extended to 4/30/2025, 2PM****

- This addendum responds to proposer questions.

Failure to acknowledge this addendum may result in bid 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	Response
	GENERAL	
1	Could you give a 10-day extension of the proposal due date to give ample time to review and respond to Somerville's responses to Vendor's questions?	The proposal deadline has been changed to Wednesday 4/30/25 at 2pm.
2	We are guessing that with an electronic submission we do not need to also send in a copy on a USB drive?	Correct. If you submit a proposal via BidExpress.com, you do not need to also send a copy on a USB drive.
3	What will the selection process look like? How many firms will be shortlisted, and how many rounds of interviews will be done before making a selection?	Proposals must meet the Quality Requirements prior to any review. Proposals that meet the Quality Requirements will be evaluated with the Evaluative Criteria. The proposals that are rated most advantageous will be invited for an interview. Selection will be made after interviews are complete.
4	Do you require that the awarded vendor be headquartered in the United States?	No, as long as the team can be local when necessary to perform the contract.
5	Are the Somerville Living Wage form and the Wage Theft Ordinance Form the same form?	No the living wage ensures employees are receiving wages at or above Somerville's living wage and the Wage Theft Ordinance
6	The link provided for the Conflict of Interest Law does not work, http://www.mass.gov/ethics/laws-and-regulations-/conflict-of-interest-information/conflict-of-interest-law.html . What is the Conflict-of-Interest exam referring to on page 33 of the RFP under Proposer Conduct? Is this something a Signatory is supposed to do? Can we give a "no conflict of interest" statement in lieu of taking an exam?	<p>Please use this link to learn more about the law: https://www.mass.gov/learn-more-about-the-conflict-of-interest-law.</p> <p>It is not common for vendors to take the exam. It is usually in certain cases which we will attempt to share in Addendum 3, if possible.</p>
7	Section 2.7 – Place of Performance seems to indicate all services are to be performed onsite? Second sentence indicates that meetings shall be virtual?	All project meetings will be held virtually. There is an option for both on-site and virtual environments for training and support and maintenance. The City would prefer to hold at least some of the requested training in-person at a City facility.
	PRICING / FUNDING	
8	Has funding been approved for this project? If so, what is the project budget?	Yes, the project is currently budgeted and part of the City's operating budget.
	USERS	
9	How many concurrent users will the City require?	Table 2-3 summarizes the projected numbers and types of users in each department and/or division. The tables included in the RFP are

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		not inclusive and are provided for planning purposes.
10	How many named end users does the City anticipate? Can we use the numbers provided on page 19, so 92 for Phase 1?	Table 2-3 summarizes the projected numbers and types of users in each department and/or division. The tables included in the RFP are not inclusive and are provided for planning purposes.
	OTHER	
11	Has the City had demonstrations from other CMMS/EAM firms in the last 12 months? If so, with who?	Yes. Demos to staff for educational purposes were conducted in the summer of 2023. However, there is no current preferred vendor.
12	Has the City seen demos from vendors in the last 12 months? If so, from which companies?	Yes. Demos to staff for educational purposes were conducted in the summer of 2023. However, there is no current preferred vendor.
13	Has the City seen a demonstration of any solutions against these requirements in the past 18 months? If, with whom/what software?	Yes. Demos to staff for educational purposes were conducted in the summer of 2023. However, there is no current preferred vendor.
14	Was a consultant engaged to help write this proposal? If so, who?	Yes. Hazen and Sawyer has been supporting the City's Asset Management Program and will be involved in the evaluation process for this RFP.
15	Will a consultant be involved in the evaluation/award process of this RFP?	Yes. Hazen and Sawyer has been supporting the City's Asset Management Program and will be involved in the evaluation process for this RFP.
16	Did a consultant help to develop the Asset Management Program Implementation Roadmap? If so, who?	Yes. Hazen and Sawyer has been supporting the City's Asset Management Program and will be involved in the evaluation process for this RFP.
17	Was a consultant involved in writing the RFP? If so, will the consultant be involved in the decision-making process?	Yes. Hazen and Sawyer has been supporting the City's Asset Management Program and will be involved in the evaluation process for this RFP.
	DATA / INTEGRATION	
18	Is all legacy data to be migrated contained with MS Excel? Do activities have a geographic location/and or a known asset associated to them?	Legacy data is primarily contained within MS Excel. Other legacy data may be contained in QAlerts, GIS, and on paper. Currently, if activities have a geographic location associated to them, it will be an approximate address.

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19	Section 2.3.7 calls for Integration planning yet the deliverables require “Deployed integration solution”. Without knowing which systems, the City desires to have integrated or understanding all integration functional requirements, API availability/capability of the system to integrate to, or software version it is not possible to provide this deliverable at this time. Should this last bullet be removed?	Refer to Appendix C for the Systems Integration and Interface Requirements.
	OTHER	
20	Can we get a copy of the Asset Management Program Implementation Roadmap mentioned on page 13 of the RFP?	The Asset Management Implementation Roadmap and other planning documents can be shared with the selected vendor. Please refer to section 2.2.3 for primary objectives for implementation of the CMMS.
21	Does the City use MS4 for stormwater inspections?	Yes, the City is subject to comply with the MS4 permit.
22	Is Lifecycle Planning, Budget Forecasting, and CIP Scenario Planning within the selected system C3 a priority for the City?	The requirements are listed in Appendix A and B.
	PARAPHRASED QUESTIONS FROM THE PRE-PROPOSAL MEETING ON 3/31/25	
23	When I click the link to access the spreadsheets, the spreadsheets open as read-only. Would I be able to make a copy of the spreadsheet and then use that to upload it to the website?	Yes. Save a copy of the spreadsheet then submit your version to the City.
24	We received an updated RFP today. Are you going to be delineating what the specific changes were from the original in an addendum?	Yes. The only change made to the RFP updated on 3.18.25 was to include the pre-proposal meeting link.
25	We're only providing pricing for the 1st phase assets correct?	One-time costs should only include assets listed in Phase 1. The City does not want proponents to include costs for implementation of any subsequent phases for the additional assets listed. However, if the inclusion of additional asset classes not included in Phase 1, but likely to be incorporated into the solution in the future, have an impact on the recurring cost, proponents should document this in the price proposal cover letter. This applies to potential recurring costs (i.e.

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		licensing, hosting, etc.) resulting from Phase 2 to include, but not be limited to, additional asset class/system modules or the incorporation of additional assets and types.
26	Is there a not to exceed budget for this project?	The project is currently budgeted and part of the City's operating budget.
27	You have integration with QAlert. If, for example, the vendor has software that can replace the integration, ie the vendor already has a citizen engagement, is the City open to using the vendor's software? Is it a must to stick with the software that you are currently using?	The integrations listed in Appendix A, Attachment C are the existing systems at the City that the assets currently use or interact with. The CMMS/EAM system must be able to provide the designated integration or interface capabilities.
28	Do you have an anticipated date for when you will be posting the responses to vendor questions. What I'm looking for is that we have enough time from when you post responses until the RFP is due.	The question deadline is on 4/1/25 at 5pm and we will respond to questions as soon as possible. A rule of thumb is to have at least 48 hours or 2 business days before or in between the last addendum and the proposal deadline. The City intends to at minimum meet that, if not more.
29	Reviewing Table 2-3 Projected CMMS/EAM Users by Department. We noticed that some departments have identical user counts. For example, IT Department and IAM both show 3 users. IAM Capital Projects and IAM Engineering both show 11 users. Could you confirm whether these figures are accurate, or if there are any duplicate entries?	Yes. Each department will potentially require user access. These are separate groups who are responsible for specific assets: IT, IAM, IAM - Engineering, IAM - Capital Projects, W&S Dept - Water Dept, and W&S - Sewer Dept. Table 2-3 summarizes the projected numbers and types of users in each department and/or division. The tables included in the RFP are not inclusive and are provided for planning purposes.
30	Fleet requirements are included in the functional requirements, but Fleet isn't listed as being part of Phase 1. Are Phase 2 functional requirements being evaluated as part of this RFP?	Yes. The CMMS/EAM software selected should be able to expand to the assets not included in this RFP but are included in the City's Asset Management Program.