

Addendum No. 1 to RFP 26-27



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

To: All Parties on Record with the City of Somerville as Holding RFP 26-27
Lease of Building Space at 191 Highland Ave “Armory”

From: Felisa Gárate, Senior Procurement Manager

Date: 12/22/2025

Re: Questions and Answers
PowerPoint Slides, and Recording from the Virtual Introduction and Q&A Session

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to 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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Please see the below Google Drive link for both the PowerPoint slides, and the recording from the Virtual Introduction and Q&A Session on December 18th at 9:30 AM via Zoom.

https://drive.google.com/drive/folders/1XH3C5v031EvCg8E9S8UxWslH0T_LEDNU?usp=s_haring

#	Question	Answer
1.	Just want to clarify if my work is in the scope to even consider. I run my More to Love Yoga (for larger bodies) and started out of the Armory from 2015 - 2020, having to leave the pandemic hit. Are you solely wanting artists/artworkers? Would movement, yoga and wellness be adjacent in the new ideas for the Armory? I'd love to put something together if so, but only if you feel aligned.	The minimum requirements of the Armory RFP include that proposers must fit under the City's Arts and Creative Enterprise (ACE) definitions in the zoning code. At this time, yoga and wellness are not aligned with ACE definitions. Please see the link to the ACE definitions on page 13 of the RFP.
2.	Can you help me to clarify this? Are we needing to fill out this form in order to use the space?	The space form is for proposers seeking to lease the space for a minimum of three years by responding to the RFP. For further details and requirements, please review the RFP package.
3.	<p>As occupants of these two spaces for the past 17 years, Arts at the Armory is the sole owner of much of the property described in the spaces. If Arts at the Armory (an independent 501c3 non-profit organization created to be the anchor tenant in this building) is not chosen to remain in these two spaces, the following <u>would not</u> be included to whoever wins the bid for these spaces:</p> <p><u>Cafe (Room 1B):</u></p> <p>Stage</p> <p>Stage Lighting Systems</p> <p>Sound Systems</p> <p>Tables/Chairs/Fixtures</p> <p>Dishwasher</p>	For the purposes of the Armory RFP, proposers should assume that equipment and internal build outs are the property of current tenants and will NOT be included in the unit for lease to an incoming tenant.

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	<p>Water heater</p> <p>Grease Trap</p> <p><u>Performance Hall (Room 1C):</u></p> <p>Stage</p> <p>Sound System</p> <p>Lighting System</p> <p>120A/208V, 100A Surface mounted electrical panel</p> <p>60A Stage Audio disconnect</p> <p>225A Stage Lighting</p> <p>Specialty lighting</p> <p>Concession stands/bars (2)</p> <p>Sound booth</p> <p>All Velour Curtains, window inserts, pipe and draping</p> <p>Please update this so that it is accurate for those potentially bidding on the spaces.</p>	
4.	<p>The inventory of assets listed for the performance hall and cafe are incorrect on pages 62 and 63 of the RFP, we also wanted to alert you that the basement spaces are mislabeled on the RFP. Unless the city has changed the numbered rooms in the basement and the current tenants are unaware, all of the rooms are incorrectly labeled in the RFP on pages 49-60. For example, the RFP has the space that Arts at the Armory rents as B7 and it is actually B5.</p>	<p>Room Numbers: In preparation for the RFP, the City conducted utility mapping in the Armory building. As part of that process, unit numbers for each leasable space uniformly were reassigned on each floor. The numbering begins in the southeast corner (lower right in the turret) of the building and follows sequentially in a <u>clockwise</u> orientation.</p>
5.	<p>We are a local community theatre. Are any of the larger spaces available to be modified in</p>	<p>Yes, all spaces are modifiable. Proposers will need to work with ISD to obtain the applicable permits if a lease is awarded. Flexible walls and installing</p>

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	reversible ways to make a space into a theatre?	personal property would also be allowed as long as permits are in place with ISD. All personal property added would be the property of the tenant.
6.	I'm a tap dancer and interested in finding space for tap dancers. Tap dancers can be very noisy. Are there any rules or guidelines about making noise in the spaces? Are there quiet hours? Thick walls? How will dancers and musicians be able to coexist with quiet artists?	The City wants a diversity of arts practices occurring in the Armory. Noise bleed will be considered during the Compatibility Review of the evaluation process. As an Armory at its origin, many of the spaces have thick walls. Spaces in either the basement or second floor would be potential options, but we recommend attending the Site Visit(s) in order to assess the spaces for yourselves.
7.	In the RFP there is a mention of a 5-year lease cycle or 3-year lease with the option to renew for two additional years. At the end of the 5-year max lease cycle, will there be an option to renew, or will it be expected that tenants will move out to give opportunity for other artists to move in?	The City structured the RFP as 5-year or 3-year lease (with the option to renew for an additional 2 years) in the case of a situation where the Armory moves towards a cultural trust or a different type of governance structure (as outlined in the Master Plan). This 5-year or 3-year structure also gives tenants who want to leave, the flexibility to do so. All tenants wishing to lease space after the 5-year max lease cycle will have to reapply via the RFP process.
8.	If we were to create a small black box theater in one of the basement spaces and there's also a big performance space in the drill hall, we would probably be putting events on at the same time. Is there a plan for extra parking? How do we crowd control?	<p>Spaces in the parking lot are not dedicated to any particular tenant. Once fully tenanted, it is anticipated that there will be a tenant's association, and schedules would be discussed. Working together as a multi-tenanted building will be essential to mitigate any potential conflict. There is no current plan for extra parking. Security (including crowd control) is the responsibility of the tenant.</p> <p>Any proposer who is awarded a lease in the Performance Hall will be required to secure off-site overflow parking for public events. This information can be found in Appendix 9 (page 116).</p>
9.	Is sub-leasing a possibility? If we were running rehearsals 5 days a week (so 2 other days are available), could we sub-lease to another group that wants to rehearse?	Partnerships and collaboration are encouraged in terms of sharing space. The primary lessee must occupy the space a majority of the time. The primary lessee would be responsible for the partnerships they enter into. Those that you partner will still need to align with the ACE requirements. A more formal "Sub-leasing" would require permission from the City.

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10.	Do any of the spaces come with storage?	The spaces in the basement could be leased for use as storage. They are reasonably priced. Proposals submitted to use the space as storage will be evaluated (using the Evaluation Criteria, which starts on page 17 of the RFP) along with other proposals for the space. The City does not want too many spaces being used for storage.
11.	Is the basement handicap accessible/have elevator access?	Yes, all three floors are accessible.
12.	Do you know when the Armory Advisory Board (AAB) is going to be announced?	The City recently completed interviews and has extended invitations to members. The AAB has the first role in evaluating proposals, so the City is working on bringing them up to date on the RFP, Master Plan, and instructing them not to speak to potential tenants at this time. An announcement of the AAB members is anticipated to occur in the next week or so.
13.	What is the plan for marketing this RFP to the broader community: Somerville and beyond?	Procurement & Contracting Services (PCS) submits the legally required advertisements in the Central Register and local newspaper (Somerville Times). Social media posts have been done, as well as a press release to traditional media. Newsletters will be posted from multiple City departments. The City also conducted a cultural capacity plan, and is working with a music ambassador that is promoting through their channels.
14.	I was reading through the Building Rules (Appendix 7) and noticed it states that the basement units are not to be used for public assembly. Is this correct? Are classes/programming/shows allowed in the basement units?	The main concern is egress. Inviting members of the public is a concern for proper egress, as anything over 49 people triggers an assembly review. It is highly recommended that you attend the Permitting and Licensing Q&A Session on January 20 th and come prepared with the number of anticipated people your use case will bring in terms of attendance.
15.	Is there anywhere we can find information on expected monthly cost/how much the lease would be/square footage per year? Anything regarding cost projection?	Please reference Appendix 1 and 2 in the RFP. Appendix 2: Space Form indicates the minimum annual rent, as well as the square footage. In terms of utilities, look at Appendix 1: Armory Floor Plan for details on mechanical systems for each space. Some units have shared heating/cooling, while others are independent.

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16.	I joined the Virtual Introduction and Q&A Session earlier today and noticed most of the groups that were asking questions were performance groups. Does the vision for the Armory allow for individual artists? I guess what I'm wondering is if there would be a small unit that could be used by one person to make ceramics.	Yes, individual artists are encouraged to submit. There are a variety of spaces suitable for individuals, especially in the basement.
17.	In reference to pages 12-13 of the RFP: Who is the "Evaluation Committee"?	The Evaluation Committee is the Armory Advisory Board (AAB) and City staff.
18.	In reference to page 14 of the RFP: " <i>The City reserves the right to limit the number of units awarded to an individual proposer. This policy is designed to ensure that tenancy reflects the diversity of the arts community and prevents scenarios where a small number of tenants occupy a disproportionate share of available space.</i> " Is there a % of building sq. ft. that signifies 'a disproportionate share of available space'?	No, there is not a specific percentage.
19.	In reference to page 16 of the RFP: " <i>When final awards are approved, the Chief Procurement Officer (CPO) and managing City department will then recommend that the Mayor submits the final awards, alongside the proposed leases for those awards, to the City Council for approval. The City Council reserves the right to reject proposed leases.</i> " Who is the managing City department?	The managing City department is the Arts Council.
20.	Is it appropriate for me to bring an architect with me to the Site Visit to help me assess the space and generate a quote for the build out?	Yes, that is acceptable.