

Addendum No. 3 to RFP 26-27



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
JACOB D. WILSON
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: 2/27/2026

Re: Extension of Proposal Submission Deadline, and Question Deadline
Additional Site Visit
Revised Appendix 3: Minimum Requirements Form
Revised Evaluation Criteria: Financial Capacity
Preliminary Results of Arts Space Survey

Addendum No. 3 to RFP 26-27

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** _____

Addendum No. 3 to RFP 26-27

Extension of Proposal Submission Deadline, and Question Deadline

The City of Somerville is extending the proposal submission deadline to: **Wednesday, March 18th, 2026, at 2:00PM.**

Additionally, the deadline for submitting questions has been extended to **Friday, March 6th by 12PM.** As a friendly reminder, please direct all questions to fgarate@somervillema.gov

Additional Site Visit

A final site visit will occur on **Thursday, March 5th at 5:00PM** at the Armory. Questions will be answered during the site visit, but will also be released via written addendum.

Revised Appendix 3: Minimum Requirements Form

Appendix 3: Minimum Requirements Form, question 3 (which can be found on page 80 of the RFP) which currently states “For proposers WITH a current commercial lease, the only acceptable documentation is proof of full rent payment for the last six months. If this documentation is not available, proposers must submit a statement elaborating on why this documentation is not available.” is now revised to “*For proposers WITH a current commercial lease license, or at-will rental agreement, in addition to demonstrating financial capacity to pay rent upon award of a new lease term, existing commercial tenants or license holders must also provide proof of full rent payment for six months prior to the date of issuance of the RFP (as in, July 1 through December 1, 2025). The City will also confirm, as a final step before award of lease, that prospective lessees are not in default of any of their current obligations.*”

Revised Evaluation Criteria: Financial Capacity

The evaluation criteria for Financial Capacity (which can be found on page 20 of the RFP) is revised to:
Scoring:

• **Highly Advantageous: 10 Points**

The applicant presents a well-developed, sustainable business model with clear revenue streams, realistic budgeting, and a solid track record of financial management. Financial documentation (e.g., budgets, funding sources, current or past financial statements) supports their capacity to meet obligations and continue operations over time. *Applicant has submitted proof of full rent payment for the last six months as required by a lease, license, or at-will rental agreement, and is not in default on any current obligations required by the rental agreement.*

• **Advantageous: 5 Points**

The applicant shows a generally sound business model, with reasonable financial planning and the capacity to sustain their activities. There may be minor gaps or areas needing further clarification, but no significant concerns regarding viability.

• **Not Advantageous: 0 Points**

The applicant lacks a clearly defined or sustainable business model. Financial plans are underdeveloped, unclear, or unrealistic, raising concerns about their ability to meet space use commitments or operate consistently over time. *The applicant did not or cannot submit proof of rent payment for the last six months as required by a lease, license or at-will rental agreement and is not current in one or more obligations required by the rental agreement.*

Addendum No. 3 to RFP 26-27

Preliminary Results of Arts Space Survey

Preliminary results of the City's Art Space Survey are now accessible on Somervoice (<https://voice.somervillema.gov/armory-master-plan>). When interpreting community needs the evaluation committee may take these findings into consideration.