

Addendum No. 2 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: 2/2/2026

Re: Questions and Answers
Collaborators List
Additional RFP Events (Technical Assistance and Q&A Session, Second Match-Making Mixer)

Addendum No. 2 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. 2 to RFP 26-27

RFP Technical Assistance and Q&A Session

Join City staff on February 10th at 2:00 PM via Zoom to walk through the main required elements of the RFP with potential proposers. Potential proposers are encouraged to ask questions. Questions will be answered during the Zoom meeting and will also be released via written addendum.

RFP Technical Assistance and Q&A Link

Join Zoom Meeting:

<https://us02web.zoom.us/j/89363832921?pwd=oDDMTMCOaTW2tWA5TyRtT43SKcEMQn.1>

Meeting ID: 893 6383 2921

Passcode: 715209

Second Match-Making Mixer

Proposals which represent partnerships between multiple artists or organizations are allowed and encouraged. The City is offering a second in-person match-making mixer on February 12th at 12:00 PM on the second floor of the Armory that intends to make space for prospective proposers to seek partners. This session will not have live question response, but questions will be gathered for answering via a written addendum.

Collaborators List

Attached in this addendum is the “Collaborators List” which is a gathering of individuals/organizations who expressed interest in collaborating with others to potentially submit a joint proposal. Please review and reach out to those on this list (via their preferred contact method) if you are considering submitting a joint proposal.

Below is a first phase of questions received since the release of addendum 1. ISD and permitting questions will require additional review from the City, and will be released as soon as possible in addendum 3.

#	Question	Answer
1.	We are interested in securing rehearsal space for our band - which meets one evening a week. Will you have any spaces in the Armory that would be available to rent one evening a week on an ongoing basis? If so, do you know what the cost might be for that type of weekly, evening rental?	Currently we are seeking tenants who would lease space and control 24/7. There are no structures in place for music rehearsal by the hour. However, we encourage musicians to partner together to potentially lease a space and then create a "shared music rehearsal space" but will still require one tenant who is responsible for the lease. If so, applicant should provide the rental structure as a part of their RFP submission.
2.	Could we have a band rehearsal space there or is the town looking for more arts businesses just wondering if there would be noise limitations?	The City wants to lease spaces to diverse arts uses. Noise bleed and the potential to interfere with other tenant uses will be considered during the Compatibility Review of the evaluation process.

Addendum No. 2 to RFP 26-27

3. My company consists of between 6 to 8 main company dancers and a community dance group that ranges between 10 and 12 dancers. Totaling about 20 dancers. We are looking for a home base to run ballet rehearsals, host workshops, put on studio showings, and maybe even start ballet classes for your students. We want a big space to lay marley floors and hold ballet and dance classes in. Do you have suggestions as to which units would be a good fit? I would appreciate your input on this. Also, we would love to perform in the big performance space when it is ready/available in the future.	I would suggest that you attend the walk through on February 3 rd to determine which spaces might match your needs. Units B5, B6, 2C, and 3A are possible spaces that could be the right size for your needs. The large performance space will be leased as well, and if you desire to perform there via a short-term rental you will need to obtain an agreement with the tenant of that space.
4. Are tenants expected to live in the spaces they occupy, or only work there?	No, tenants may not live in the spaces they occupy. No residential uses will be permitted in the Armory.
5. Did the Armory ever have residential tenants? If so, when was the last residential occupancy, and how much notice do residential tenants receive?	There is a single residential tenant in the Armory who was living in the residential unit when the City acquired the Armory in 2021. The second question is not pertinent to the current RFP.
6. Are individual artists eligible to submit a proposal, or only established businesses or organizations?	Yes, individual artists are encouraged to submit. There are a variety of spaces suitable for individuals, especially in the basement.
7. What is the expected space utilization? For example, is the City looking for a minimum of approximately 15 hours per week or closer to 60? <ul style="list-style-type: none"> • Would it be possible to rent a space for a weekly or biweekly three-hour class and share it with another tenant during other times? 	Space utilization is dependent upon the tenant. Yes, as a leased tenant you may create a model to share space. However, all users should be Arts and Creative Enterprise uses (see this link, as some of the links in the RFP are incorrect: https://online.encodeplus.com/regs/somerville-ma/doc-viewer.aspx#secid-698).
8. How can an applicant with few or no employees demonstrate that their proposal meets Somerville's diversity requirements? Does serving a diverse population count?	A proposer can demonstrate their supplier diversity status by completing the Somerville Supplier Diversity Certification Form on page 35 of the RFP package. This can also be demonstrated via documentation such as biographies of leaders in the organization as well as vision, mission, or programmatic statements for the organization. Serving a diverse population is a separate requirement which can be found in the "Community Benefit" criterion of the evaluation criteria (page 19 of the RFP).
9. How does the RFP interface with Arts at the Armory and with SomArt Space ? I am confused after reading the info on this website: https://artsatthearmory.org/about/armory-	The RFP is the formal way in which the City of Somerville will solicit and select tenants. Arts at the Armory is a current tenant and will need to apply for space through this process. SomArt is a City-run

Addendum No. 2 to RFP 26-27

	<u>master-plan/</u>	program utilizing space in the Armory. All spaces in the building are available for lease, and the future of City programming in the Armory will be determined subsequent to the RFP process.
10.	What is the City's primary vision? How can our proposal best demonstrate the need for artist studio space and/or dance class and rehearsal space that meets the City's goals and requirements?	We are seeking tenants and will review tenant applications based on the proposed criteria in the RFP. You should review the criteria and develop your proposal based on those criteria.
11.	I visit the Armory a few times a month and am already familiar with many of the spaces. Do you still recommend attending one of the formal site visits?	You may wish to do so or not. Potential applicants will not garner any extra privilege by attending or not attending.
12.	I have a question regarding use of space at the Armory, specifically the cafe area. I copied this from the city's armory master plan: <i>"the proposed uses must provide arts-related benefits to the broader Somerville community and/or arts ecosystem".</i> Would a small member owned community coop that sells fresh and local foods/products and served lunch sandwiches etc., fit into this plan?	The Special Criteria for Community Space is found in Section 4.6 of the Appendix of the RFP. You will need to submit a proposal that demonstrates how your coop could also meet Community Space Criteria.
13.	On p. 26 of the RFP there is a list of evaluation criteria for the Proposer's Checklist. Included there under the heading of "Reminders" is "contribution to a diverse tenant mix" but I don't see that highlighted as a criterion on pps. 17-22 where the other criterion are listed, with how they are going to be scored, etc.	The evaluation committee will be looking at the totality of the submissions to ensure there is a diverse tenant mix in the Armory, as indicated in "Mission and Vision of the Armory Master Plan" on page 12 of the RFP. There is no specific 'scoring' for this category. For example, we do not anticipate desiring "all visual artists or all performance artists" to occupy the Armory.
14.	If we are going to be addressing the additional criteria for the Performance Hall and "Community Use," I am confirming that the narrative (for multiple spaces being bid on) needs to fit within 5 pages? There is so much that the RFP asks us to address in the 5 page narrative that I don't think it will be possible to include the Performance Hall and "Community Use" sections within these 5 pages.	The Proposal Narrative is limited to 5 pages for each program you intend to offer. You may also submit up to 8 supplemental materials with each proposal narrative. In general, a Proposal Narrative is for each space or program you intend to offer. The Optional Special Criteria for Community Space is not subject to the 5-page limit of the Proposal Narrative.
15.	I would like to confirm that if an organization is bidding on multiple spaces, it is required to submit just one application (one cover letter, one 5 page narrative, etc.)?	A single application (proposal) can be for multiple spaces. If you anticipate distinctive program models for specific spaces, per the answer to no.14 above, you may submit a separate Proposal Narrative for each space/use.

Addendum No. 2 to RFP 26-27

16.	<p>We need 300 square feet of storage space that we have access to bring equipment in and out of for gigs. While the website says 24 hours we might be able to get by with during the day access. I see in the RFP there is storage space. Is that available to artists?</p>	<p>The spaces in the basement could be leased for use as storage or as studios. Proposals submitted to use the space as storage will be evaluated (using the Evaluation Criteria, which starts on page 17 of the RFP) along other proposals for the space. The City would like to see the building active with users, and so storage uses will be considered for how they support activating other spaces of the building.</p>
17.	<p>I run Boston Academie d'Armes. We're a historical and classical fencing school from the Somerville area. We've been renting space at various dance studios and lodges the past five years in Somerville and are interested in getting our own space and staying in the city.</p> <p>What we teach isn't modern sport fencing that you would find at the Olympics. What we do is look at historical swordplay as it was done in history -- 17th C through early-20th C. So our folks are learning fencing and swordplay techniques from various eras. Not only that, but our folks are also learning history from these eras and about the cultures that shaped these fencing arts. Much like dance, the aesthetic of historical fencing matters a lot to the overall experience.</p> <p>Many of our folks are also into the fabrics arts side of historical fencing, meaning they'll make and wear their own outfits for historical fencing tournaments they compete in (not too unlike cosplay or reenactment). It also teaches folks creative problem solving. It's a beautiful discipline that blends art, science, and physical movement into one go.</p> <p>I know the Somerville Armory RFP is for creative and arts-based organizations and I think we could potentially fit under Arts Education under the municipal code. However, I wanted to check in with you and the City first to see if that seems reasonable.</p>	<p>We encourage you to submit a proposal and explain how your programming falls within the Arts and Creative Enterprise uses (see this link, as some of the links in the RFP are incorrect: https://online.encodeplus.com/regs/somerville-ma/doc-viewer.aspx#secid-698).</p>
18.	<p>Who owns the bar that is currently located in the performance hall?</p>	<p>The Center for Arts at the Armory installed the bar. Proposers should not assume the bar will be available as part of the unit.</p>
19.	<p>Is the terrace square footage accounted for in the square footage provided for the spaces?</p>	<p>No, but this terrace footage cannot be used for public purpose.</p>

Addendum No. 2 to RFP 26-27

20.	Are the black beams in the third floor space load bearing?	We are unsure but also do not anticipate they could be removed or used to secure heavy items. A structural engineer would need to be hired by any prospective tenant.
21.	Who is the current tenant of the performance hall?	The Center for Arts at the Armory (“CAA”).
22.	Are the blacked-out windows in the cafe behind the stage permanent?	No, they are inserts purchased by CAA.
23.	Can signage be placed outside of the Armory?	Staff will work with tenants to develop a comprehensive approach to signage both inside and outside the building. See also page 30 of the Armory Master Plan.
24.	Is there separate heating/thermostat for the cafe space?	Yes.
25.	Will the City repair holes, address nails in the wall, and/or other small maintenance concerns?	It has not been determined how much or in what detail pre-tenant improvements will be made. Unless otherwise stated in the RFP or an addendum, proposers should assume the units will be rented AS IS.
26.	Will the City replace the locks on the locker located on the second floor?	No, the City anticipates removing those locks and requiring that lockers are only for daily use, not permanent storage for any one tenant.
27.	Are one-off sub rentals permitted?	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 with will still need to align with the ACE requirements.
28.	Is there circulation and/or HVAC systems in the basement?	Yes, however certain units do share thermostats. Please see notes to the right of each floor plan for unit descriptions (Appendix 1: Armory Floor Plan).
29.	What are the noise restrictions and regulations regarding noise?	The City has a Noise Ordinance linked here , which specifies decibel levels and talks about enforcement.
30.	For this requirement, "Program calendar for the next 6–12 months," is a weekly calendar sufficient? It would be a lot of pages for 6-12 months. The requirement seems contradictory. One would imagine that a program calendar would be interdependent with operational space (i.e. it is difficult to make any future programming plans in light of not having a lease).	Providing a program calendar for the next 6-12 months is one possible example of what a proposer may provide for demonstrating financial capacity and operational capacity. You may also provide any other example listed in Appendix 4.
31.	The cafe, does that space have to be a cafe/coffeehouse to the winning bidder?	There is no specific requirement for that space to contain a food service function.

Collaborators List: RFP 26-27 Lease of Building Space at 191 Highland Ave "Armory"

Name	Company/Organization	Description of What The Individual/Organization Does	Phone	E-mail Address
Connor Mochi	Aht Dept LLC	Mostly we run pop up art events in the greater Boston area. Wicked Good Aht Mahkets are free to the public events that showcase 30+ local artists popping up and vending their wares. Wicked Good Aht Mahkets differ from other pop up markets in the area because our vendors are only local artists, not vintage or thrift. We provide opportunities at every market for first time vendors to encourage new artists to enter the space and keep the scene fresh. Art Battles are ticketed live painting competitions where 12 artists battle for a cash prize in 20 minute rounds in front of a live audience. At the end of the night, all paintings created are auctioned off to the audience with a 50% of proceeds going to the artist. They are very fun and high energy art events that celebrate the creation of art by humans and provide opportunities for artists to sell their work while the paint is still wet. The Aht Dept LLC is the only organization in Boston with a license to produce Art Battle branded events from Art Battle International. The Aht Dept has been popping up at the Armory Performance Hall since 2023 and would like to continue our relationship with the Armory. We would like to be submitted to the "Collaborator's List" for the Performance Hall. I believe that Wicked Good Aht Mahkets and Art Battles can help to round out the schedule with visual art events that showcase local talent on a regular basis. We welcome collaboration and appreciate the opportunity.	978-766-3211	theahtdepahtment@gmail.com (Preferred)
Andrea (Andy) Taylor		Folk Dance Festivities at the Armory & Boston Scottish Country Dancers, RSCDS Boston Branch. I teach International Folk Dance on Friday, once or twice a month. I also organize the BSCD and we rehearse on the third floor for approximately 16- 20 Sundays per year. We perform Scottish Country dance and the space upstairs is a bit small but we can afford it.	617-875-7426 (Preferred)	ataydance@gmail.com
Jack Donahue	Audiotech Services	Organization Purpose: Serving the music/arts communities by; a) Servicing, designing, and manufacturing musical instrument amplifiers b) Providing free learning internships to local students c) Providing possible employment referrals to related 3rd party businesses d) Providing free tech services & support to local nonprofits & schools including Arts at The Armory & Somerville High School	617-254-1600 (Preferred)	jackdonahue1972@gmail.com
Bjorn	Be Your Best You	I run a dance and movement company that specializes in partner/social dances and helping people meet their dance goals. I teach singles, couples, and groups. I also train dancers for performances, competitions, and general movement and better life. I am currently working with a former VP of Microsoft to build a program that counters some of the plaguing conditions suffered from those whose work at desks/computers all day and see prolonged periods with a lack of movement.	617-642-9462	beonpntmusic@gmail.com
Jimmy	Clarity Mastering	My organization is www.claritymastering.com , a recording studio. We produce music from start to finish and would teach others to do the same in terms of workshops, sessions, lessons etc. Somerville is full of musicians needing access to recording facilities, skills, and access. We would bring in local pro players to teach, collaborate, and produce tangible spotify ready audio in all genres. Also proficient in video production.	617-669-8153	jimmy@claritymastering.com
Becca Phillips	Collective Effervescence	A Boston-based conscious community collective for mindful and mind-expanding individuals to reconnect with what it truly means to be human in urban community. We exist to strengthen the cohesion of adjacent communities and gatherers, while organizing substance-free, free of cost events to connect authentically through contemplative practices, shared presence and food, music, play, movement, authentic relating, collaborative art, & compassionate touch. You can learn more about us on our website: https://collectiveeffervescenceboston.com/	781-690-0525	collectiveeffervescenceboston@gmail.com
Jessica Ruiz (Founder)	Cultivate Dance Collective, Inc.	Cultivate is a nonprofit, values-driven dance organization offering workshops, mentorship, community events and emerging performance projects. We use movement as a tool for personal growth, artistic development, and community connection. We are seeking collaborative studio space to support consistent classes, rehearsals, and community-focused offerings.	774-452-3338	jessica@cultivatedanceco.org
Aaron Greiner	CultureHouse	CultureHouse is an urban design nonprofit that uses creative placemaking to address global challenges at the local scale. We work to make communities more happy, healthy, vibrant, sustainable, and equitable. We have an extensive history of conducting engagement around, designing, and operating cultural spaces. Currently, we are operating the Cambridge KiOSK (in the former home of Out of Town News in Harvard Square) as an arts and culture space with rotating exhibits, installations, and events.		aaron@culturehouse.cc
	CuraSon	CuraSon is a latino cumbia-reggae band promoting latino culture, joy and healing through music. Our members are mostly immigrants and we seek to create music that expresses the latino/immigrant experience in the United States while bringing people together with our songs. We write only original music (no covers) and seek to do our part towards collaborating for a better future by inspiring others through the healing power of music.	617-894-7014	curason8@gmail.com
Darren Hairston		Zumba, Dance fitness for all ages. A high-energy, Latin-inspired dance fitness program that blends aerobic interval training with fun, easy-to-follow dance moves from styles like salsa, merengue, and hip-hop, making exercise feel like a party.		zumbacond@gmail.com

Collaborators List: RFP 26-27 Lease of Building Space at 191 Highland Ave "Armory"

Name	Company/Organization	Description of What The Individual/Organization Does	Phone	E-mail Address
Jean Foster	Good Trouble Brass Band (Formerly known as the Second Line Social Aid and Pleasure Society Brass Band)	We are a non-profit activist street band primarily supporting social justice actions and community events in the Boston area. We are the founders and organizers of Somerville's HONK! Festival. We have practiced and performed in Somerville for 20 years but recently we have lost our practice space and are desperately searching for another space we can use weekly.	781-258-9398	jean.l.foster@gmail.com (Preferred)
Marcus Santos	Grooversity	Afro Brazilian music and dance performances for both educational and entertainment.	617-694-8373	marcus@marcussantos.com (Preferred)
	GroovyBabyMusic	For more than 20 years, we've offered the best in parent/child classes, community events, and private birthday parties. We have something for everyone! With 12 convenient locations in Boston, Brookline, Cambridge, Charlestown, Dedham, Somerville, & West Roxbury, you and your kiddo can join us Indoors, Outdoors, or Online! We've received much praise from parents like you, and we're certain you and your child will have a wonderful time. Learn more and register at - https://www.groovybabymusic.com		info@groovybabymusic.com
Caroline Fonseca	Moonstruck Theater Company	We produce musical and theatrical events. Focused on education, community access and mission alignment.		caroline@carolinefonseca.com
Christine Miyachi	Odaiko New England	We are a Taiko Drumming performing that offers classes to beginner and intermediate students.	978-808-3621	chrisyogini@gmail.com (Preferred)
Emily	Parlor Bird	I'm opening a community cafe in Somerville. If it's at the Armory or elsewhere, I want to invite local musicians and artists to perform or use my space for events in the afternoons and evenings at no cost to them (and they can collect donations from my customers if they like). The other spaces I'm considering are in different neighborhoods, so they could still work with me even if they end up getting a space at the armory and I don't, increasing their presence in Somerville.		emily@parlrbird.com
Gregory Mathieu	Partridge Haus	My collaborator Tyler and I operate a small queer art and design collaborative that we are trying to develop into a larger gallery and event space for arts-focused programming, performances, and community events.		gregory@partridg.ehaus
Ruchika Madan	School of Honk	We are a radically inclusive brass band and an all-ages all levels music school. We hold a session each Sunday for teaching and learning for about 50-100 community members free and open to all, with loaner instruments available. We also run a Summer Honk program for middle schoolers. We just celebrated our 10th birthday. We are not sure that any space in the Armory other than the performance hall would be large enough to accommodate our full group Sunday sessions. That said, we would certainly not need full-time use of any space.	617-256-6432	maharaniduck@gmail.com
Stephanie Scherpf (Co-Director, CEO)	The Center for Arts at the Armory	The Center for Arts at the Armory is a non-profit organization that resides in the Somerville Armory, serving Somerville and the Greater Boston community through arts, cultural and community events, exhibitions, markets, classes and more. The mission of Arts at the Armory is to provide an inclusive and accessible venue that creates opportunities for artists and cultural workers, brings diverse audiences together, enriches and transforms lives, and promotes the creative economy. For more info: www.artsatthearmory.org . We are interested in talking about collaborative proposals in The Performance Hall, the Cafe, 2D & 2A, and B7.		director@artsatthearmory.org
Mary Parker (Managing Director)	Theatre@First	We are an all-volunteer community theater group in Somerville. Along with our sister group Post Meridian Radio Players, we perform ~6 shows a year, not including one-off fundraisers, staged readings, and workshops. Our website with more information about our group is www.theatreatfirst.org		maryphilippa@gmail.com
Yvette Wilks	Wilks Productions Consultancy	Produce the Annual Evolutions of HipHop Festival and collaborate to bring inclusion in spaces ce 2014, consulting with Limitless Frames Film Fest and we provide a different set of lenses in the creativity. Cable Access producer since 2015.	617-388-0461 (Text)	2022wpc@gmail.com