

**Addendum No. 4 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: 3/16/2026

Re: Questions and Answers  
Revised Estimated Tenant Selection Timeline  
Revised Insurance Specifications  
Application of Special Permit Conditions to Somerville Armory Building Rules (2026)

**Addendum No. 4 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. 4 to RFP 26-27**

**Revised Estimated Tenant Selection Timeline**

**Page 1, Bid Cover Sheet is revised to add the following step:**

Acceptance of Award: July 20, 2026

**Page 15, 2.4 Estimated Tenant Selection Timeline is revised to the following:**

Activity	Dates
Proposals Due	March 18, 2026 by 2 PM
Proposal Review	March through June 2026
Notice of Award	July 13, 2026
Lease Award Acceptance	July 20, 2026 by 4:00 PM
Execution of Lease Agreement	July 27 through September 27, 2026
Lease Commencement Date	October 5, 2026

Should any of the selected finalists fail to accept a lease with the City of Somerville by the date of acceptance set forth above or fail to execute a lease on the terms set forth herein within ninety (90) days after acceptance of the lease award the City reserves the right to award the lease to the next most advantageous proposer.

**Page 27 is revised to add the following requirement:**

Required by July 20, 2026 by 4:00 PM Signed Acceptance of Lease Award.

**Revised Insurance Specifications**

**Page 46, Insurance Requirements is amended to add the following:**

The City reserves the ability to accept a certificate of insurance with lower minimum coverage amounts provided that the proposal demonstrates that the coverage limits are commensurate to the size and type of the proposer’s business.

#	Question	Answer
1.	Can the future tenant of the Performance Hall manage their own bar?	Any future tenant within the Performance Hall must work with the City licensing commission concerning alcohol licenses.
2.	Can tea and/or food be prepared in the third floor spaces?	Yes, but no food or beverages can be sold without proper licensing approval.

**Addendum No. 4 to RFP 26-27**

3.	Are modifications able to be made to the kitchen space in the cafe? Do the zoning conditions still apply?	Yes, all spaces are modifiable. Proposers will need to work with ISD to obtain the applicable permits if a lease is awarded.
4.	In regards to a liquor license, would this be required in the cafe space even if not selling alcohol? If selling alcohol, would a liquor license always be required?	The cafe space is not required to sell alcohol. If you desire to sell, you must work with the City licensing commission concerning alcohol licenses. Tenants apply for and receive temporary alcohol sales permits prior to serving alcohol.
5.	If you wanted to add sound dampening to the walls, when does it become an ISD or construction concern?	Any alterations must be proposed to the City and, if approved, must comply with ISD permitting if required. At minimum, a building permit would be required.
6.	Would public performances be permitted? We are looking at spaces 3A and 2C. If yes, how many audience members would be allowed to be simultaneously present for a public performance in 3A? In 2C? Does the number of people include only <i>audience members</i> or <i>all people present in the room</i> ?	This depends on how many people you are expecting at your performance, and the square footage of the space. In general, you would need a minimum of 20 square feet per person. In general, if the doors open outward and there are two exits, you are allowed 49 people in the space in total. ISD makes the final determination.
7.	What if the space does not have more than one exit (regarding public performance)?	You would be limited to 49 people, in total including the performers.
8.	Are there any small changes to the space, or negotiated changes to any policies/permits, that could increase the number of people allowed to be simultaneously present for a public performance in 3A? In 2C?	This question cannot be answered without specific facts.
9.	Is it allowed to sell things such as sealed bags of chips, sealed candy, individual canned/bottled non-alcoholic beverages, etc. to members of the public?	This would require review and approval from City boards and commissions.
10.	Currently there are special permits issued several years ago that include ZBA conditions (believe there is 52) related to this building that include things like noise, not being able to have a commercial kitchen in the cafe, and other factors. Do these conditions still apply/continue to apply?	The final decisions will be made by ISD. Right now, we have incorporated the relevant 2012 ZBA decision elements into the new building and space rules included with all leases. See page 100 of the RFP for the sample lease and new building rules in Appendix 7 (page 90), and Appendix 9 (page 115) for provisions applicable to the Performance Hall. ISD will look at these requirements as well as Somerville building codes when they look at building permit applications. Please reference the attached Application of Special Permit Conditions to Somerville Armory Building Rules (2026) for further details.
11.	Looking at the building plan, in terms of the right to assemble (in rooms besides the cafe and	Door openings have to open toward egress if using the space for assembly use. The bathrooms depend on use

**Addendum No. 4 to RFP 26-27**

	performance hall), it looks like the doors are opening in instead of out – is this correct? How do the bathrooms factor into this?	and specific occupancy on whether or not the current bathroom counts are sufficient. More clarification is needed to answer about directionality of specific doors.
12.	I work with a local nonprofit queer and trans library called the QT Library. I attended the Q&A session about zoning a couple weeks ago and was told to email you the details of my question: We're wondering if our library fits into the Arts & Creative Enterprise zoning requirements to lease a space in the Armory. We are a community-focused space with programming that relates to literary and creative arts, including author talks, book clubs, crafting sessions, game nights, and collaborative events with local performing arts groups. Our collection includes books about a variety of art-related subjects, and we plan for our space to also display art from local artists.	A library is unfortunately not considered an ACE use.
13.	Related to the café with ZBA conditions, it has not been able to be a commercial kitchen pervious. Would a commercial kitchen now be permitted, or would that undergo additional provisions? Will occupancy hours be applicable as previously set through licensing?	<p>All spaces are modifiable. The Armory Master Plan does reference only a "cafe" and does not address the issue of having a commercial kitchen. ISD cannot determine whether a commercial kitchen could be allowed without a specific plan and/or permit application. Proposers will need to work with ISD to obtain the applicable permits if a lease is awarded.</p> <p>Operating hours for alcohol licenses would be determined by the Licensing Commission. Those operating hours may be as late as 1AM or 2AM on Fridays and Saturdays. The Licensing Commission also has jurisdiction of the entertainment by performance license, which requires application, public hearing, and abutter notice.</p>
14.	If a proposer intends to operate structured youth arts classes in a basement unit with typical cohort sizes of 12–16 participants plus 2–3 instructors (total occupancy generally under 25 persons), would this use be considered standard educational occupancy rather than assembly classification, provided total occupancy remains under 49 persons?	49 occupants or less defaults to a business use. This would not constitute an assembly use.
15.	If a tenant were to host occasional small internal showcases for enrolled participants and families, with total occupancy remaining under 49 persons, would additional permitting typically be required beyond standard tenant compliance?	No.

**Addendum No. 4 to RFP 26-27**

<p>16. Selected proposer will be required to submit a disclosure of beneficial interests to DCAMM, as required by M.G.L.c. 7c 38. Does this mean, that if awarded our space, then after the awarded space is offered. A contract signing to be done by me, as sole proprietor, after an award has been given? This deals with the legitimacy of who is actually wanting the space?</p>	<p>The Disclosure of Beneficial Interest form must be filed with DCAMM after an award has been made. A lease agreement will not be valid until it has been filed with DCAMM. This form must be completed, even if you are a sole proprietor.</p>
<p>17. I am going over the insurance coverage. If awarded;</p> <p><b><u>WORKMAN'S COMP</u></b></p> <p>The City is asking coverage for 1 million on workman's comp for each accident. We currently have \$100,000 for each accident - \$500,000 policy limit as a music shop that sells, rents and repairs, and teaches on the first floor of the Armory. This higher limit seems more appropriate for a roofing company, or real dangerous work.</p> <p><b><u>BIZ INSURANCE</u></b></p> <p>We currently have:</p> <p>1M each occurrence</p> <p>2M aggregate</p> <p>City is asking for 3 million aggregate. This seems excessive for what we do and what other artists may do. Can the powers that be, send an amendment for insurance?</p>	<p>Page 46, Insurance Requirements is amended to add the following:</p> <p>The City reserves the ability to accept a certificate of insurance with lower minimum coverage amounts provided that the proposal demonstrates that the coverage limits are commensurate to the size and type of the proposer's business.</p>
<p>18. Is it possible to switch to a different unit during the lease (3y/5y) due to a change of need, vision, or financial situations, for instance? e.g. At the end of a 3-year lease, if a tenant wishes to renew and extend the lease for a different open unit? If not, can tenants reapply to the Armory after a 5-year term with a different proposal for a different space?</p>	<p>No, it is not possible to switch or change spaces to a different unit. Only if and when a new RFP for spaces is opened, could you then apply for open spaces in the Armory.</p>
<p>19. I saw that only B12 has a heavy-duty art sink. For units that only have a normal sink (e.g. 2A), is it possible to have it converted into a heavy duty one? Or is there any solution to that?</p>	<p>Any fit-out changes would be the responsibility of the tenant, with City approval. The City is exploring possible installation of heavy-duty art sinks in common areas.</p>
<p>20. How many exits is 3A considered to have?</p>	<p>Concerning life safety—two. One to hallway and one to outside balcony. If you have a specific use in mind, please clarify with a follow-up question. ISD makes</p>

**Addendum No. 4 to RFP 26-27**

		the final determinations on the suitability of the proposed use for each space.
21.	Do the doors on 3A, 2B, and 2C open outwards or inwards?	Inward.
22.	We are noticing on the RFP checklist, the second condition is "acknowledgement of addenda". We are not finding said addenda. Can you please point us to where this is and how to include it in the RFP response?	All addenda can be found on the City's Procurement and Contracting Services webpage at <a href="http://www.somervillema.gov/procurement">www.somervillema.gov/procurement</a> or on BidExpress. The addendum can be acknowledged by signing the bottom of the first page of each addendum and including it in your sealed proposal package. As an example, this document is an addendum.
23.	Related to this requirement on RFP Appendix 4: "Summary of committed partnerships or letters confirming scheduled programming," I would like to ask what the City would like to see. We have contracts for the Performance Hall and the Cafe. PH contracts are 5 pages. Cafe contracts are 3 pages. We have about 300 pending contracts so this would be about 1,000 - 1,500 pages. Is that what you would like us to submit?	A simple listing of scheduled performance dates, community booking, etc., with names and dates is sufficient. We reserve the right to review full contracts.
24.	Would non-industrial, small-scale prop fabrication (e.g., foam, woodcraft with handheld tools, painting) and modest lighting/sound rehearsal equipment be permissible within tenant units, assuming compliance with building rules and no permanent alterations?	This should be fine dependent upon the unit and existing HVAC ventilation. ISD has jurisdiction over safety requirements.
25.	Are there any restrictions specific to daytime summer programming use within tenant units that differ from standard academic-year evening programming?	No. Compliance with Building Rules, Tenant Rules and Somerville Noise Ordinance apply.
26.	If people were applying for spaces they wanted to use together, can you list them both as priority 1 on the Space Form?	Yes, if you plan on having the spaces work together, and it is necessary for them to work together.
27.	Regarding the Vulnerable Road Users ordinance – does it apply to our employees who are operating the vehicle, or does it also apply to others using the space (i.e. Does who is operating it matter?) If we have acts/people who will use our space that use vehicles would we need to fill out this form? An example would be a band doing a performance that has a tour bus, or a farmers market with vendors who use trucks.	Case-specific operational issues can be addressed post-award.
28.	About the maximum of 8 supplemental materials: if I'm submitting a work sample (e.g. an artwork) as	You can submit multiple photos as one item. They should be bundled into a single document.

**Addendum No. 4 to RFP 26-27**

	<p>one of the eight materials that I want to supplement my proposal, could I submit both a close-up image and an installation image together as <u>one material</u>, or do the two images of the same artwork count as <u>two materials</u>? I noticed that in the recording and the addendum, something it's referred to as "material", something as "item". Could you please clarify?</p>	
29.	<p>How often does the RFP open to the public? (e.g. every few years or every year?)</p>	<p>The schedule for future RFPs, as it stands, is not yet identified. The Armory Master Plan states that the methodology for utilizing the building may change in 5+ years. To that end, it is not yet identified whether this RFP as such will be open again in the future. It may take a different form or have different requirements after learning from the first slate of responses and tenants.</p>
30.	<p>According to both the recording and the addendum, I understand that sharing space is encouraged but sub-leasing is a separate official process that requires the City's permission. Does it mean that sub-leasing can occur later separately during a lease period, provided that space-sharing is mentioned and anticipated as a programmatic model of operation in the proposal's narrative?</p>	<p>Applicants can propose to “share” an Armory space as long as one party is designated as being responsible for paying rent and administering the space. Applicants who lease a space can ask the City for permission to sublease.</p>
31.	<p>We wanted to ask for some clarification regarding the financial documentation. Since this will be a new business venture, We do not currently have an active commercial lease. As immigrants starting a new business, We are not sure if We will fully meet the documentation requirements exactly as listed.</p> <p>However, I am able to provide strong proof of financial capacity, including:</p> <ul style="list-style-type: none"> <li>• Bank statements demonstrating the ability to cover approximately 12 months of rent, and</li> <li>• My personal tax returns, including Schedule C, showing self-employment income (although my current Schedule C is from a different line of business).</li> </ul> <p>We wanted to ask whether this type of documentation would be considered acceptable, or if you would recommend any alternative materials that would better support my application.</p>	<p>If you do not have a current commercial lease, there are other options listed to prove ability to pay rent. The RFP includes specific criteria that will apply to all proposals. An active commercial lease is one factor. The RPF also includes, for example, references (page 7); Financial Capacity Criteria on (page 20). The entire financial picture of the proposed business operation will be take into account in determining financial capacity. Bank statements and tax returns are relevant and helpful.</p>

**Addendum No. 4 to RFP 26-27**

<p>32. I am applying to lease unit B4 which I hope to convert into a very small private tap dance practice space. I have a small community of other dancers who are interested in using the space. Is there a process for getting people “trained” to be in the space so that they could use the space without me needing to be there? And would I be able to give keys to people who have officially been trained to be in the space without me?</p>	<p>Yes, but the lease holder is responsible for the behavior of guests in their unit, who must abide by all building rules and policies. We are working on upgrading Armory entrances to permit access to the facility by lease holders and their designees.</p>
<p>33. Is there a maximum number of units that one may bid for on the space form? I can’t find any information about this question in the RFP materials. In the sample space form, 3 units are used to demonstrate how to place a bidding and prioritize them accordingly, but I assume it’s not suggesting that the maximum units one may bid for is 3—am I right? And I assume, if applicant did not intend to bid for multiple units in the narrative, accepted proposal will each be awarded one unit and the priority of however many units being bid for (say, 5 units) stated in the proposal will be taken in consideration—am I correct?</p>	<p>There is no strict number of units that one proposer may bid on. Overall, the RFP and the Armory Master Plan state that no one tenant should have an outsized share of units or majority of the building, as the intent is to build a multi-tenant arts building.</p> <p>More clarification is needed on the assumption section before an answer can be offered.</p>
<p>34. Will these applications be on the public record? If so, will personal information such as social security numbers, tax forms, and other financial records be excluded from the public record?</p>	<p>Yes, proposal responses will be public record. If someone requests to view your proposal, that request would need to be made by emailing <a href="mailto:publicrecords@somervillema.gov">publicrecords@somervillema.gov</a>. The request would then be handled by the Law Department, who will determine what needs to be redacted before forwarding to the requestor. Regulations pertaining to the Massachusetts Public Records law specifically exempt the disclosure of certain personally identifying information. Personal Information is defined to include (a) Social Security number, (b) Driver's License number or state-issued identification card number (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account; provided, however, that "Personal information" shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.</p>

**Addendum No. 4 to RFP 26-27**

35.	Do I need a Certificate of Good Standing from the Secretary of the Commonwealth if I am an individual artist applying and not a business?	Individuals do not need to obtain a Certificate of Good Standing, only corporations and LLCs will be required to do so.
36.	I have held a commercial lease in the past however I don't have pay stubs of previous rent payments. Would a copy of the lease and a signed letter of good standing from my former landlord that says I paid 6+ months of rent and followed all the rules of the lease be enough to check off the minimum requirements piece showing I have the ability to pay rent?	See response to number 31.
37.	I am hoping to put in a large wooden structure in my unit (a renter friendly dance floor). Will I need permits to build such an item? If so, what permits would be required? Are there any regulations this structure would need to meet? If so, what are they?	If you are not altering the sub-floor, no building permit should be required. However, please work with ISD if a lease is awarded and you have specific questions.
38.	I am hoping to hang sound proofing curtains in the unit which would require installing wall mounts (drilling into the wall). Will I need permits to build such an item? If so, what permits would be required? Are there any regulations this structure would need to meet? If so, what are they?	Yes, this would require a permit. This would at minimum require flame and smoke spread documentation from manufacturers and installation specifications. Proposers will need to work with ISD to obtain the applicable permits if a lease is awarded.
39.	I am hoping to put furniture and shelving in the unit that may require me to drill into the walls. Is this allowed? How would I go about doing this? Would I need permission from the building manager?	Furniture and standard shelving should not require a building permit. However, please contact ISD if a lease is awarded for specific follow-up questions about desired interior work.
40.	This question is a specific question about unit B4. Would it be possible to remove/change the ceiling light fixtures in the unit? It would be preferable for my uses to have lights that were built into the ceiling or just smaller in general.	This work would at minimum require an Electrical Permit with ISD. Please work with ISD if a lease is awarded.

# The Somerville Armory Tenant Building Rules and Regulations

191 Highland Avenue, Somerville, MA 02143

ZBA Case # 2012-63 - Conditions for Use of 191 Highland Avenue

## Application of Special Permit Conditions to Somerville Armory Building Rules (2026)

<u>Condition</u>	<u>Title</u>	<u>Application</u>
1	Date Stamp	Not applicable
2	Operations	Replaced by compliance w. SZO section 9.2.2
3	Amplified concerts	Not applicable
4	Outside events	Not applicable
5	Performance Hall capacity	Not applicable
6	“At Capacity Events”	Not applicable
7	Hours of Operation	Modified
8	Patio Hours	Not applicable
9	Liquor licenses	Not applicable
10	Café event coordination	Not applicable
11	Café food cooking	Not applicable
12	Performance Hall cooking	Not applicable
13	Rules notification	Not applicable
14	Rehearsal space	Not applicable
15	Smoking areas	Not applicable
16	Residential neighborhood sign	Not applicable
17	Police details	Not applicable
18	Trash receptacle screening	Not applicable
19	Building maintenance	Not applicable
20	Exterior lighting	Not applicable
21	Snow and litter removal	Not applicable
22	Event contact information	Not applicable
23	List of events	Not applicable
24	Event notification	Not applicable
25	Advisory Committee	Not applicable

## The Somerville Armory Tenant Building Rules and Regulations

191 Highland Avenue, Somerville, MA 02143

26	Advisory Committee	Not applicable
27	Café seating	Not applicable
28	MA Historic Commission	Not applicable
29	Sound proofing	Not applicable (already completed)
30	Signage	Not applicable (already completed)
31	Fencing	Not applicable (already completed)
32	Landscape plan	Not applicable
33	Intercom buzzers	Not applicable
34	Rooftop screening	Not applicable (already completed)
35	Patio construction	Not applicable
36	Construction vehicles	Not applicable
37	Bicycle parking	Not applicable (already completed)
38	Residential parking	Not applicable
39	Event parking	Not applicable (already completed)
40	Unused parking	Not applicable
41	Parking agreements	Not applicable
42	Traffic report	Not applicable
43	Traffic engineer review	Not applicable
44	Off street loading	Modified
45	Performance Hall parking	Not applicable
46	Parking signage	Not applicable
47	Renovation damage	Not applicable
48	Construction notification	Not applicable (already completed)
49	Rodent control	Modified
50	Certificate of compliance	Not applicable (already completed)
51	Café licensing	Not applicable (already completed)
52	Café employee documentation	Not applicable (already completed)
53	Final signoff	Not applicable (already completed)