

Addendum No. 1 to RFP #26-80 On-Call Transportation Planning & Design Services



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
JAKE WILSON
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP #26-80 On-Call
Transportation Planning & Design Services

From: Felisa Gárate, Senior Procurement Manager

Date: 7/6/2026

Re: Due Date Extension and Questions and Answers

Addendum No. 1 to RFP #26-80 On-Call Transportation Planning & Design Services

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** _____

Due date extension:

The new RFP due date and time is **7/15/26**
at 3:00 PM

#	Question	Answer
1.	Per page 11 of the RFP, a minimum of three (3) Client References for each individual included in the Qualification Submission. Is the City looking for references for every individual and support staff listed on the organization chart? Or are references for just the key staff/project leads acceptable?	This RFP requires references only for key personnel, also called “relevant staff” proposed for the on-call contract. We do not require references for support staff at time of submission. General references for the bidding firm are not sought, unless they include specific and relevant references to the personnel on your bidding team that you propose for the on-call contract. As described in the RFP “A minimum of three (3) Client References for each individual included in the Qualification Submission (e.g. including relevant staff within a firm)” is required. Additionally, you may use our provided reference form, or an equivalent may be attached. Relevant staff would be the key personnel (service/discipline leads).
	Page 11 states that three client references are required for each individual in the submission. However, the Reference Form on Page 26 asks for three references for the bidder. Can the City clarify if references are required for each individual team member or just for the bidding firm?	
	Please confirm whether client references are required for all listed supporting staff or only for key personnel (i.e., service/discipline leads).	
	Section 2.0, Qualifications & Experience, Client References (C). Please clarify the requirement for references. Is the City asking for three (3) Client References for each individual person named in the qualification Submission? This requirement seems to be onerous.	
	Are references required only for key staff, or should they also be provided for supporting or resource staff working across different areas?	
2.	The RFP notes that the Offeror will be required to sign a standard City contract per the City’s general terms. The City of Somerville Standard Contract General Conditions, as included with the RFP as Appendix A, has a few provisions that are concerning to a professional design services company. A few examples of the concerning	Yes, the City will consider proposed supplemental conditions to the Standard Contract General Conditions with awarded vendors.

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	<p>provisions include an overly broad indemnity clause that is not tied to negligence and includes an uninsurable defense obligation, and the lack of a standard of care or dispute resolution process prior to going to litigation. Would the City consider negotiating contract terms with the selected Offeror that are fair and reasonable in the allocation of risk and liability to make sure both the City and the consultant are protected?</p> <p>Would you allow edits to the CITY OF SOMERVILLE STANDARD CONTRACT GENERAL CONDITIONS?</p>	
3.	<p>Are we permitted to use Docusign for signatures if we are opting to submit via BidExpress rather than a hard-copy proposal package?</p>	Yes.
4.	<p>The cover has the due date and time of July 8, 2026 at 3 pm, but the third page has it listed as July 8, 2026 at 2 pm. Will you please clarify the time that the proposal is due?</p> <p>Could you please confirm the time the proposal is due on 7/8/2026?</p> <p>Please confirm the time deadline. On page 1 of the RFQ the due date and time say 7/8/2026 by 3PM EST but on page 2, the due date says 7/8/2026 by 2PM EST.</p>	<p>The time listed on page 3 and 17 of the RFP package is incorrect. We are extending the deadline and clarifying the date and time in this addendum. Proposals are now due Wednesday, July 15th by <u>3PM</u>.</p>
5.	<p>Should we include the Proposer’s Checklist with our proposal or is it just for our reference?</p>	<p>The Proposer’s Checklist is for the benefit of the proposers, and is not required to be submitted with your proposal.</p>
6.	<p>The Proposer’s Checklist and text under “Qualifications & Experience” both mention a “Qualification Submission.” However, this is not defined in the proposal. Will you please clarify what constitutes a qualifications submission? Is this just another term for our complete proposal?</p>	<p>Correct, this is another term for the complete proposal (minus the separately sealed price proposal and all required forms).</p>
7.	<p>Are we able to submit the work samples package separately from the Technical Proposal in the portal or can we just add the work samples to the end of the proposal as an appendix? They are lengthy and sometimes varied in formatting, so we want to make sure the rest of the proposal is easy to read.</p>	<p>Yes, you can submit the work samples package separately from the Technical Proposal in BidExpress. If using BidExpress, note the file size limits.</p>
8.	<p>Page 2 indicates that “an official authorized to bind the Offeror” can sign the cover letter and all forms for the proposal. However, page 6 under, “Proposal Signature” asks for an “authorized officer.” Will you please confirm that we can use any authorized signer from our Corporate Resolution of Signing Authority for the cover letter and all forms (other than the certificate of authority, which requires an officer’s signature)?</p>	<p>Correct. You can use any authorized signer from your Corporate Resolution of Signing Authority for the cover letter and all forms, other than the Certificate of Authority, which requires an officer’s signature.</p>

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9.	The Proposer’s Checklist lists the “Certificate of Signature Authority” as a requirement. Will you please confirm that this is not a form and that the City is just seeking the company’s Certificate of Signing Authority/Corporate Resolution of Signing Authority as an attachment?	The Certificate of Authority form can be found on pages 24 and 25 (depending on if the organization is a corporation or LLC). If unable to complete either of those forms, the City can consider alternatives such as your Certificate of Signing Authority/Corporate Resolution of Signing Authority.
10.	<p>Which of the forms, other than the reference form, need to be completed by our subconsultants, if any?</p> <p>Do we need to provide any of the attachments (such as W9, certificate of signature authority, or MA Certificate of Good Standing) for our subconsultants?</p> <p>Please clarify if each subconsultant firm is also required to submit a “Reference Form”.</p> <p>Section 4.0 - Proposers’ Checklist. From within the Non-Price Proposal document list, please clarify which forms subconsultants are required to complete individually (e.g., Living Wage, Non-Collusion, Tax Compliance, Supplier Diversity, Reference Form); and please also confirm which forms are only required from the prime consultant.</p>	Sub-contractors are not required to separately submit the Required Forms and Certifications in the Checklist except for the Supplier Diversity Certification Form. The Prime contractor submitting the statement of qualifications is the only one required to submit all the required forms.
11.	The only addenda acknowledgment form in the RFP is on the same page as the first half of the price proposal. Will you please confirm that we should include this as the addenda acknowledgment in the technical (non-price proposal) document, as well? If not, is there a separate addenda acknowledgment form that you will provide?	You can acknowledge addenda by utilizing the first page of this addendum and submitting it with your Technical Proposal.
12.	Does the subcategory of Compliance (crosswalk yielding, red light running, etc.) under Traffic Analysis refer to automated video data collection?	Compliance studies may refer to either in-person data collection or review of video that has been collected by a third-party vendor.
13.	Does the subcategory of Video review under Traffic Analysis refer to the review of automated data collection videos?	Video review is intended to refer to documenting and/or analyzing traffic behavior by reviewing video that has been collected by a third-party vendor. Examples of task that would fall into this category include curb use studies and pedestrian crossing behavior studies.
14.	Page 18 contains the Price Submission Form. If a firm utilizes sub-consultants, should their rates be included on	The rate sheets for sub-consultants can be submitted on separate additional sheets.

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	this form, or can firms submit separate rate schedules on additional sheets?	
15.	How many consultant teams will the City select for this on-call contract?	The City will award to the vendors deemed the most highly advantageous as indicated in the Rule for Award.
16.	Is there an anticipated start date for the first task orders/assignments once the contract is awarded?	Start dates for task orders will vary by firm, but may begin as early as September.
17.	Is there any advantage for two entities to apply together as part of a consultant team as opposed to applying separately? If selected, will the two entities be more likely to be chosen to work together on projects?	It is not necessarily more advantageous for two entities to apply as a team. If two firms apply together and the City has a project that will require the expertise of both firms to complete the task, it is expected that those two firms will work together on the project.
18.	Once under contract, are we permitted to add additional subconsultants depending on the scope of an individual task? Or do we need to include all potential subconsultants in our proposal?	All potential subconsultants are required to be included in your proposal. If adding subconsultants in the future, it would require the City's permission in writing and an amendment to the contract
19.	While we plan on providing full resumes for key personnel (service/discipline leads), can we provide resumes/bios for support staff within the appendices?	Yes.
20.	Can we provide hyperlinks to requested work samples (e.g., a PDF file available via a website) in lieu of providing attachments when submitting electronically?	Yes.
21.	Under <i>Quality Requirements</i> , if the offeror is not a certified MBE/WBE but has included MBE/WBE subconsultant teaming partners, are we able to check "yes" in the 2. <i>Optional category</i> ?	Yes.
22.	For firms responding to more than one services and deliverables categories, are each of the responses to the <i>services and deliverables</i> categories evaluated separately under the Comparative Evaluation Criteria?	No. The proposal will be evaluated as a whole, and the evaluation committee will determine which services and deliverables categories the awarded vendor(s) are awarded for.
23.	For clarification on what is to be provided under D. Work Samples, does the selection committee wish to see one-page overviews of previous projects or does the committee wish to see samples of completed work deliverables such as scoping studies, final reports, construction plans, traffic impact studies, etc.? If yes to work deliverables, please confirm how many samples are required for this section.	Either is acceptable. It is up to the proposer to determine what would be the most advantageous to include in their proposal. There is no required number of work deliverables to be included.

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24.	Can one reference be applicable to multiple staff members included in the Qualification Submission?	Yes.
25.	Since font types vary in size, is it acceptable for our template/branded font to be comparable to a Times New Roman size 12? If not, please specify font type.	Yes, as long as it is legible.
26.	General Procurement of Task Orders - how many task orders does the City anticipate issuing over the 3-year contract period?	The number of task orders issued during the 3-year contract period will vary by firm and funding availability.
27.	Will the City consider granting an extension of time to the current stated Proposal Due date of 7/8/2026, given the July 4th holiday and the ability to incorporate any RFP amendments arising from the responses to the questions?	The City will extend the proposal due date by one week to 7/15/26.
28.	1.5 General Terms. Estimated Quantities. Please clarify the relevance of this in the context of the Scope of Services and Deliverables.	This is part of our standard RFP template and is not relevant here.
29.	Section 2.0, Qualifications & Experience, Client References (C). Please clarify what is intended by “including relevant staff within a firm”.	Relevant staff would be the key personnel (service/discipline leads).
30.	Section 2.0, Qualifications & Experience, Client References (C). Information for each reference - “Description of Service”. Please clarify what is intended by this requirement. Does it relate to the roles/responsibilities of the referee over the span of their career, or a list of projects? It is unclear what information is to be provided.	It is asking for the description of the service that the individual provided for that client reference. For example, a brief summary of what the project was, and how the individual contributed/was involved.
31.	Section 2.0, Qualifications & Experience, Work Samples (D). Please clarify if the “portfolio” of work samples only needs to include a minimum of one sample for each of the seven (Services and Deliverables) categories that a firm is interested in.	Correct.
32.	Section 2.0, Qualifications & Experience, Work Samples (D). Please clarify if the “portfolio” of work samples need to include a sample for each subcategory listed under each of the seven main categories, as applicable.	This is not required.
33.	Section 2.0, Qualifications & Experience, Work Samples (D). Please provide clarification on what is meant by the labelling of work samples to understand which individual team member is responsible for which deliverable. For example, if an Offeror is made up of several firms (prime + subconsultants) is the intent to identify which individual company (within the Offeror team) has provided the work sample. Alternatively, is the requirement referring to an individual person within the Offeror’s proposed team?	Labeling by the individual person within the Offeror’s proposed team is preferred, but identifying which individual company (within the Offeror team) has provided the work sample is also acceptable.

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34.	Please confirm if the “Reference Form” (in Section 4.0) is to be submitted in addition to the three ‘Client References’ mentioned in Section 2.0. If so, is this in addition to the ‘Client References’, or in lieu of them? If the “Reference Form” is in lieu of the ‘Client References’, please confirm if only one “Reference Form’ is required.	The City supplied Reference Form is not required to be used, it is for the benefit of the proposers to aid them in providing the Client References. (3) Client References for each individual included in the Qualification Submission is required, so this would likely require a few pages.
35.	Please confirm if there is a page limit for individual resumes.	No page limit.