

Addendum No. 1 to BID 27-05



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 BID 27-05
On-Call CPA Historic Preservation Technical Assistance

From:

Date: 8/19/2026

Re:

Addendum No. 1 to BID #27-05

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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#	Question	Answer
1	Are paper copies of the responses required? If so, how many copies? If hard copy is needed, are double-sided pages acceptable?	Paper copies are not required. You are more than welcome to submit your proposal on paper and bring them to the PCS department in Somerville City Hall. If you print, then double-sided pages are preferred to reduce paper use.
2	Do you want the Price Form submitted separately from the Non-Price (Technical) Proposal?	Yes, it is REQUIRED by Massachusetts General Law that price forms are submitted separate from the technical proposals. Any submission with a price form attached to the technical proposal will result in disqualification. BidExpress has an option to separate the forms, and if you submit a physical copy, then they will need to be put into different folders.
3	Please confirm the number of references required: Under Non-Price (Technical) Proposal Format, References, at least three references are requested. Under Section 2.0, Proposal Submission Requirements, #4 asks for at least two references;	Please submit at least 2 references.
4	Can you clarify what distinguishes a principal consultant or associate principal?	On the Budget form the categories of Principal Consultant and Associate Principal were intended to be examples of staff who might be

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		included. Please provide your own categories of staff and hourly rates.
5	The RFP states that the contract may be awarded to "one or more" proposers. Could the City clarify whether it anticipates awarding contracts to multiple on-call consultants, and if so, how assignments will be distributed among awarded firms?	Assignments will be distributed based on the relationship between specific projects and specializations of proposers. (For example, architecture, landscape architecture, or decorative arts.) Consultants will be excluded from assignment to projects where they worked on behalf of the CPA grant-recipient, applicant, or property owner. Should multiple proposers be eligible for an assignment, the lower cost consultant who submits a timely response to a request for services will be assigned the project.
6	For individual task orders, will the City provide a defined scope and schedule and request a level-of-effort estimate from the consultant prior to authorization of work?	Yes.
7	Can you provide direction on how to address the internal review comments embedded in the document? Should these be incorporated in the submission?	Internal review comments should be disregarded. Please do not incorporate them into your submission.
8	Are Designer Selection Board (DSB) forms required with the submission?	No.
9	Approximately how many properties are currently subject to City-held Preservation Restrictions that may require consultant review during the contract term?	Consultant review may be required for properties under City-held PRs, as well as for projects that have received or will receive CPA funding starting in the FY26 funding round, no matter whether they have PR, LHD, or no

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		protection status. In some cases, consultant review may also be required for other previous CPA-funded projects such as those currently under construction, or those that are under PRs held by other entities. There are approximately 15 unique properties that currently fall into these categories, including five properties which are subject to City-held PRs.
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