

Addendum No. 1 to RFP #27-14



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 #27-14 The Green and Cool Somerville: Sustainable Sidewalks and Trees Project

From: Felisa Gárate, Senior Procurement Manager

Date: 9/18/2026

Re: Questions and Answers
Extension of Proposal Submission Deadline

Addendum No. 1 to RFP #27-14

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. 1 to RFP #27-14

Extension of Proposal Submission Deadline

The City of Somerville is extending the proposal submission deadline to: **Wednesday, September 30th, 2026 by 3:00PM**

- If City decides to hold interviews, they will now be conducted between October 8th – October 16th.

Please be aware that this is not the complete list of all questions received. The remaining questions will be answered via addendum 2, and released as soon as possible.

#	Question	Answer
1a.	The turnaround time is a bit tight, is there any chance for an extension or is the 23 rd deadline firm?	The City of Somerville is extending the proposal submission deadline to: Wednesday, September 30th, 2026 by 3:00PM. If City decides to hold interviews, they will now be conducted between October 8 th – October 16 th .
1b.	Given the short turnaround between the question deadline and the proposal due date, we would like to request an extension that allows appropriate time for our team to coordinate internally, finalize our responses, and develop our pricing.	
1c.	Given the breadth of the scope and the time available between issuance of the RFP and the proposal deadline, would the City consider extending the September 23 proposal due date by one week, to September 30, 2026?	
1d.	Would the City consider extending the proposal due date by at least one week to allow additional time for proposal development and team coordination?	
2.	Is the embodied carbon of the sidewalk and associated work something important to the city? We would like to provide it as a design service, but don't want to waste our time if it is not desired by the city.	This is something that is important to the city, and would be interesting to know. We do not foresee it being a critical element for determining the tree planting strategies for the pilot project.
3.	Task 3: The RFP indicates that the consultant will interview and collaborate with CRWA and MyRWA and that these organizations will assist with data collection and provide relevant information. Can more information be provided	The consultant is expected to meet and coordinate with these project partners to determine what relevant data they currently have. We do not anticipate these groups being involved in any new data collection, rather the consultant will facilitate the consolidation of existing datasets. CRWA

Addendum No. 1 to RFP #27-14

	about the anticipated data collection assistance and resources to be provided by CRWA and MyRWA, such as types of data or analyses anticipated?	and MyRWA have heat island data for Somerville, and CRWA is also working on a regional tree plan. These partners may also have other relevant datasets or information available – this will be assessed during the project partner workshop.
4.	Is the consultant expected to prepare and obtain permits and approvals for the pilot project? If so, please identify the anticipated permits and approvals.	Construction is outside of the scope of work for this project, and thus permitting is also outside the scope of work. In terms of design, pilot project sites are expected to be on City-owned streets outside of the buffer zone, and thus there will not be any required permitting from the Conservation Commission or any state agencies. During the implementation phase (outside of this scope), all street and sidewalk work will need permits from the Engineering Division.
5.	What is the anticipated approach to irrigation and establishment watering for the pilot tree planting sites? Should the consultant include permanent irrigation, water service connections, meters/backflow prevention, water bags/tanks, or other watering infrastructure in the design and construction documents? If permanent irrigation is not anticipated, should the consultant develop establishment-watering specifications, including watering method, duration, and responsibility?	The City does not anticipate any permanent irrigation for the planting sites. Consultant should develop watering specifications for the establishment period of the trees, including watering method, duration, and responsibility.
6.	Does the consultant's scope end with preparation of final bid and construction documents, or should proposers include bid-phase and/or construction-phase services? If these services are anticipated, please provide assumptions regarding the level of effort to be included.	Current funding is for a one-year period, and does not include the bid-phase or construction-phase services.
7.	The RFP suggests City departments along with Groundwork Somerville will be responsible for coordinating and promoting the community engagement workshops; please confirm this includes effort and cost to post, flier, list, or other physical means of reaching the desired community audience.	Correct, the promotion of the community engagement workshops will be completed by the City and Groundwork Somerville, and this includes the effort and cost to post, flier, and list the workshops. We will use our existing networks and distribution methods to get the word out. Groundwork Somerville will create and distribute a multilingual flyer as part of this effort, and will also arrange

Addendum No. 1 to RFP #27-14

		for translation and live interpretation in Spanish and Portuguese.
8.	Please confirm the Regional Workshop is intended to be virtual.	Correct, the Regional Workshop will be virtual.
9.	Does the City prefer proposals to be stapled, binder-clipped, or submitted unbound for copying and scanning?	Unbound is preferred. Binder-clipped is also acceptable.
10a.	What survey, utility mapping, GIS, or other base information will the City provide? Will the information be suitable to evaluate the potential pilot sites (task 7), assuming only supplemental survey data to be obtained for selected priority site(s) during Task 9?	The City will provide the consultant with following GIS datasets: • Environmental Justice communities • Existing (2018) Canopy Cover • Current Public Tree Inventory • Sidewalk locations and widths • Sewer infrastructure (stormwater gravity mains, sanitary sewer mains, storm drains) • Water mains • Sewer Segment Intersection with 20' Tree Buffer Zones • Other City Infrastructure We expect this data to be suitable to evaluate the potential pilot sites; supplemental survey data will only need to be obtained for the selected priority site(s) in Deliverable 9.
10b.	What existing survey, CAD base mapping, GIS, utility, sewer/drain, and other infrastructure information will the City provide to the consultant for the pilot design?	
10c.	The RFP mentions that sewer mains and other underground utilities as a key design constraint, will the City provide existing utility as-builts/GIS data of sufficient accuracy for design?	
11a.	Is the Toolkit intended to be internal for municipal purposes or public-facing?	The goal of the Toolkit is to provide a menu of potential planting solutions for the constrained spaces. We expect it to be along the lines of the “Menu of Solutions” section of the UEP Project Design Guide (https://www.somervillema.gov/green-and-cool-somerville), but more expansive and incorporating additional solution options. The primary audience for the toolkit is internal City staff and other professionals in the field. The intention is for it to be used by City staff, but we do hope this document can be utilized by other municipalities in similar situations. It will be made public once it is complete.
11b.	What is the goal of the toolkit and who is the intended audience? Is the primary audience internal City staff, external users, or both?	

Addendum No. 1 to RFP #27-14

12.	For budgeting and scheduling purposes, how many City review/comment cycles should consultants assume for the Assessment Report, Toolkit, and pilot construction documents, and what review turnaround should be assumed?	For the Assessment Report and Toolkit, consultants should assume two review/comment cycles (at the draft and final stages), with a maximum of 2 week turnaround. The review/comment cycles and turnaround time for pilot construction documents will be addressed in addendum 2.
13.	Should consultant fees include translation/interpretation services or will the City and Groundwork Somerville provide that as needed?	Groundwork Somerville and/or the City will provide any translation/interpretation services.
14a.	Please clarify the consultant's responsibilities for utility coordination and City or outside-agency approvals associated with the pilot designs. Should we assume no permit applications would be included?	The consultant will be responsible for determining what level of utility investigation is necessary to support the design. If Dig Safe is required, City staff can assist with submitting DigSafe tickets and coordinating utility company outreach. Pilot project sites are expected to be on City-owned streets outside of the buffer zone, and thus will not require any permitting from the Conservation Commission or any state entities. All street and sidewalk work will need permits from the Engineering Division, but the City Project Manager will lead that process. Construction is outside of the scope of work for this project, and thus permitting is also outside the scope of work.
14b.	Is the assumption that the pilot project sites will not require permitting (Conservation Commission, etc.)?	
14c.	Will the City provide "Dig Safe" coordination and utility company outreach, or is that the consultant's responsibility for each pilot site cluster?	
15.	Does the City anticipate that coordination with project partners, stakeholders and/or MVP outside of Phase 1 would occur during the bi-weekly meetings?	The workshops and community meetings described in Phase 2: Community and Stakeholder Engagement process are expected to take place outside of the regularly scheduled bi-weekly meetings. Accordingly, consultant shall budget time outside of the bi-weekly meetings for these workshops and community meetings. Review and discussion of meeting materials for these workshops and community meetings can take place during the bi-weekly project meetings.
16.	Does the City want to ultimately implement several strategies (listed under Phase 1 in the RFP) as pilot projects to evaluate effectiveness? Or focus on higher priority strategies as defined by the consultant's findings under Phase 1?	The specific design of the pilot sites will depend on the research findings and recommendations. We expect that different solutions will be better utilized in different sites, and thus we do expect that multiple high priority strategies will be implemented.
17.	The project has an expansive scope. Would the City be open to leading the community engagement and interview process, with participation and support from the consultant team? Additionally, would the City be willing	The community engagement process will be a joint effort between the City and the consultant. The consultant is expected to lead the discussion with stakeholders during the Initial Project workshop, but the City will provide assistance/support. The public meetings and final regional

Addendum No. 1 to RFP #27-14

	to provide any necessary printed materials, refreshments, or other meeting-related expenses, given that no reimbursable expenses are included in the project budget?	workshop will be lead and facilitated by the City, with presentation(s) by the consultant. The stakeholder interview process will be led by the consultant, with support from the City. The City can provide any necessary printed materials and other supplies or meeting-related expenses, but light refreshments are to be provided by the consultant.
18.	Has a City project manager been selected for this project?	The project managers will be Dr. Vanessa Boukili, Senior Urban Forestry and Landscape Planner, and Elyse Belarge, Sustainability & Resiliency Planner.
19.	Would you please be able to clarify the expected number of trees and perhaps a site map? We are trying to better understand the scope of the survey for the 100 sites.	Phase 4 involves the creation of construction documents for the planting of approximately 100 trees. We do not have a site map because the location of these tree plantings have not yet been identified. Finding suitable locations and planting strategies for the pilot project is part of the scope of work of this project, and depends, in large part, on the results from the other 3 phases.