

Addendum No. 1 to RFQ 18-12



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFQ 18-12,
On-Call Program, Project and Construction Management Services for Various Construction Projects

From: Angela M. Allen, Purchasing Director

Date: September 11, 2017

Re: Answers to Questions and Template for Fee Schedule

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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.

This addendum answers questions posed during the Q/A period and includes the sample fee schedule that is referenced in the RFQ for as part of Section 3.0.

The deadline for submissions remains unchanged. Sealed qualifications packages must be returned by **11:00am Wednesday September 13th, 2017**

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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Questions and Answers

Q1. Is the expectation that all of the disciplines listed in the Central Register be included on the design team (Architect, Landscape Architect, Planner, Programmer, Land Surveyor)?

A1. Teams should plan to submit qualifications that meet the sample tasks provided in the RFQ. Architects or Owners Project Managers (OPMs) (related to building construction) are not part of this scope.

Q2. Are there any building construction projects or are they all Public Works projects (i.e. all horizontal)?

A2. All work conducted under this contract would be related to public works. One caveat is that traffic management analysis or assessment could include a review of building construction projects or other work being completed in the City.

Q3. Can you please confirm that our existing architectural house doctor does not make us ineligible for this contract, RFQ #18-12 OPM on-call services?

A3. This would not preclude any architectural house doctors. However, please note the responses to Q1 and Q2. Work associated with this RFQ is primarily related to public works projects. OPMs and architects for the City's M.G.L. Ch. 149 projects would be selected from existing "house doctor" contracts or as a new procurement.

Q4. Is this a follow-on solicitation for a contract(s) that has/have been in place previously? If so, who is/are the incumbent firm(s)?

A4. No, the services requested in this Request for Qualifications are not currently covered under existing on-call engineering and architectural services procured by the City of Somerville.

Q5. Is it the City's intent to award to firms or teams that are able to cover the entire scope of services, or will there be a number of awards to firms that show strong in house capability in specific areas of work?

A5. Preference will be to select a team that can cover the entire scope of services needed.

Q6. Will preference be given to firms who have majority of services in-house over firms that team to cover the required scope?

A6. Preference will be given to firms with a majority of services in-house, however strong teams are not discouraged from submitting.

Q7. With regards to items 1 and 2 in RFQ section 1.6.4 Minimum Criteria/Quality Requirements, it is stated that both the Project Supervisor and the Project Manager be Massachusetts Registered

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Professional Engineers. This would seem to conflict with the law guiding Owner's Project Management procurements which sets forth that

“...minimum qualifications standards for the OPM that require the OPM be a registered architect or professional engineer and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings. In the event the OPM is not a registered architect or professional engineer they must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings. These are truly minimal requirements and awarding authorities will want to ensure they retain a highly qualified and experienced OPM to serve as their agent and consultant.”

Can you please clarify these stated Minimum Criteria/Quality Requirements?

A7. Please see the answer to Question 3. Services being procured as part of this RFQ are for public works projects. OPMs and architects for M.G.L. Ch. 149 projects would be selected from existing house doctor contracts or as a new procurement. Qualified firms interested in OPM and architectural design work for *public building construction* are encouraged to watch the Central Register and COMMBUYS for future opportunities in Somerville.

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**RFQ PRICE SUBMISSION FORM
(to be submitted in a separately sealed envelope
as described in Section 1.3.2.)**

Please list the complete range of titles and fee/rate proposals for all primary and sub-consultants included as part of the corresponding Qualifications Submission. The list of deliverables and corresponding price per unit may be expanded for each consultant by attaching a separate list to this form. At least one pricing option (i.e. hourly rate, daily rate, or per deliverable rate), as appropriate for the service you propose to offer, must be filled out on this form.

Please include a range of rates for each title, incorporating any potential mid-contract raises.

Title: _____ Hourly Rate: \$ _____
Daily Rate: \$ _____

Deliverables (list by type)
(): \$ _____ /unit
(): \$ _____ /unit

Title: _____ Hourly Rate: \$ _____
Daily Rate: \$ _____

Deliverables (list by type)
(): \$ _____ /unit
(): \$ _____ /unit

Title: _____ Hourly Rate: \$ _____
Daily Rate: \$ _____

Deliverables (list by type)
(): \$ _____ /unit
(): \$ _____ /unit

The undersigned certifies under penalties of perjury that this quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

Print Name

Date

Title