

Addendum No.1, RFP 17-13



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

To: Prospective Bidders RFP 17-13 - On-Call Engineering Services for Various Public Works Projects

From: Orazio DeLuca, MCPPO
Construction Contract Manager

Date: August 25, 2016

Re: Questions and Answers

Addendum No. 1 to RFP 17-13

The City is issuing this addendum to RFP 17-13 On-Call Engineering Services for Various Public Works Projects: Questions and Answers

1. Does the city anticipate that LSP services will be needed?

Answer: yes

2. Should rates be provided as fully loaded or staff hourly rates?

Answer: Rates must reflect a breakdown of indirect costs and any multipliers that would apply during the three-year contract term.

3. Is it acceptable to submit coil bound qualifications or should three-ring binders be used?

Answer: Comb (spine) bindings is preferred. 3-ring binders are not acceptable.



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- 4. Can you confirm that qualifications should be submitted as 1 original, 1 copy, and 1 PDF version?**

Answer: Shall Include (1) original and one (1) copy, and one (1) electronic copy.
[Electronic copies are to be submitted on CD-ROM or thumb drives and are to be saved in Adobe Acrobat format. ("Read only" files are acceptable.)]

- 5. Should the rate schedule be included on one CD with the statement of qualifications, or on a separate CD?**

Answer: Submit the Rate Schedule in a separately sealed envelope labeled RFQ #17-13 On-Call Engineering Services for Public Works Projects, Fee Schedule, and the Offeror's name.

- 6. Can a prime also submit as a sub?**

Answer: A firm may submit a qualifications package for one discipline, for multiple disciplines, as prime on a team for multiple disciplines or as a team member under a prime on multiple disciplines

- 7. Does each discipline need an ongoing project list within the past 5 years or would the City prefer a master list?**

Answer: Applicant should demonstrate relevant experience for any discipline being submitted on. It's up to the applicant to provide that information in a way that demonstrates skill level.

- 8. Is there a page limit to the RFQ?**

Answer: No.

- 9. Can agency work within a municipality be used as experience (e.g.: BWSC)?**

Answer: Yes.

- 10. Are you looking for qualifications from only the lead/prime consultant at this time, or from full, committed teams with sub-consultants?**

Answer: Looking for submittals from qualified firms for one or all disciplines. If a firm is going to propose using sub-consultants, the proposal will need to reflect that. Please reference section 1.3.2 – Corporate Profile, Past Performance and References and Key Personnel. Section 1.6.5, Criterion 5 and Criterion 6.



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- 11. RFQ Section 1.0 - General Information, requests that we do not use 3-ring binders. However, Section 1.3.1 - Submission Format refers to using a binding method that includes “covers and spines” that “will be capable of lying flat when opened,” “will clearly identify the Offeror’s name, solicitation number,” etc and binders that “will allow for easy numbering across tabs” and “will allow for easy removal and replacement of pages.” Are 3-ring binders allowed?**

Answer: 3-Ring Binders will not be permitted. Comb(spine) binding is the preferred method to bind the proposals.

****PLEASE BE SURE TO ACKNOWLEDGE THIS ADDENDUM ON BID PRICING PAGE****

