

Addendum No.1, IFB 17-16 Rebid



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
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MAYOR

To: Prospective Bidders IFB 17-16 Rebid, Natural Turf Grass Athletic Fields Maintenance

From: Orazio DeLuca, MCPPO
Construction Contract Manager

Date: September 22, 2016

Re: **Questions & Answers**

Addendum No. 1 to IFB 17-16 Rebid

The City is issuing this addendum to IFB 17-16 Rebid, Natural Turf Grass Athletic Fields Maintenance:

PLEASE SEE THE ATTACHED QUESTIONS AND ANSWERS AS RECEIVED, BY THE CITY OF SOMERVILLE

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



QUESTIONS AND ANSWERS:

1.0 Assess Existing conditions

1.1 How much existing data exists that needs to be reviewed? (For example; 1 report or more) **Fields**

Master Plan:

http://www.somervillema.gov/sites/default/files/documents/2016%20Fields%20Master%20Planning%20Staff%20Report%20Update_June.pdf

1.2 2-Gale Associates reports. Some of the gale report is online here:

http://www.somervillema.gov/sites/default/files/DRAFT_Gale_Fields_Report.pdf

1.1 What does the existing data consist of? (Example: soil analysis reports etc) **User data, soil tests, field recommendations.**

1.1 Is Somerville aware that some or all of the previously generated test data may be partially or totally out of date or substandard and thus unusable? **Yes**

1.2 Are these tests unusual or extraordinary field specific tests that would be outside the normal course of testing necessary to generate an actionable and accurate Existing Conditions Report and Maintenance Report? **No**

1.3 Do you require a minimum number or type of irrigation system components to be included in the irrigation assessment? **No, we are looking for needs assessment and an assessment of existing irrigation systems.**

1.4 Will records of maintenance and repairs be available? Will a budget figure for ongoing maintenance and repairs be available to assess? **The consultant would meet with DPW Grounds Director and Foreman to obtain this information.**

1.5 Do you require such equipment assessment to include an expected replacement schedule and cost estimates? **Yes**

1.5 Does this include equipment that may be owned by an outside contractor or equipment that is leased either on long term or short term? **We need recommendations regarding what type of equipment to purchase or lease based on maintenance plan.**

1.5 Do you require minimum criteria for assessing the equipment? (Example: age of equipment, type of fuel etc?) **Yes, as well as equipment recommendations.**

1.6 Does the cost for this item reflect just the report generation, based on the older possibly erroneous existing materials, or shall it include necessary testing to accurately determine the field's current conditions? **Yes there would be additional money for testing.**

1.6 Is the determination of the potential deficiency of past practices based upon observations or is their documented maintenance logs and plans available for study **The consultant would meet with DPW Grounds Director and Foreman to obtain this information.**

2.0 Create a Maintenance Plan

2.1 Is it desirable that the maintenance plan includes environmentally sustainable options for all aspects of field/facility management? **Yes**

2.1 What athletic field maintenance services are currently outsourced and what services are in house? **The only outsourced service is pesticide management.**

2.1 Is there a current budget figure that the city has in place for 2017? If so will all maintenance plans, staffing recommendations, equipment recommendations need to work within this figure? Yes, there a budget and we are working towards the existing budget with recommendations for future budgets.

2.1 Is it the hope of the city to allow the successful offeror to suggest or recommend a suitable budget based on the evaluations and recommendations? **Yes, while being aware of the realities of financial constraints that exist in all municipalities.**

2.1 Do you require a single general master maintenance plan or master plan with a yearly supplement that is updated, as conditions change, for each of the three years? **A master plan with yearly supplement as conditions change.**

2.2 Will these targets be based upon quantitative and qualitative testing based metrics or subjective standards? **Quantitative and Qualitative testing based metrics**

2.2 Will the City provide current and historical usage levels and schedules for 2017? **Yes**

2.2 Will the city provide its current usage records (both current and historical) and scheduled uses (specific sports, numbers of participants, age distribution, amount of game and practice hours etc.) for 2017;. **Yes, though accurate usage data is only available starting in 2015.**

2.3 What is the “communications plan”? Is this beyond the classroom and practical training? Is this a form of day-to-day task based management device? **Yes, in addition to classroom training, the best practices must be written down so that staff has access to them in future seasons. Along with formal maintenance plan in print format a day to day task base management can be used.**

3.4 Do you require step by step check lists detailing each procedures elements (e.g. “mowing 1- put on safety equipment, 2- visually inspect area, 3- visually inspect mower, 4- ensure that blade is not engaged....”) or task by task steps for maintenance activities (e.g. “Mow at 0.75” height of cut 2x per week, core aerate with maximum heave to 3” depth once per month....”) for each field/season/sport. **Yes, we want a step by step check lists detailing each procedure in a format that is easy for the crew to understand and follow.**

3.0 Train Maintenance Team

3.1(**Price Sheet**) Is the is item the total of all training expenses, inclusive of the classroom hours outlined in 3.2 or does this category reflect the cost of developing the training, creating the syllabus, drafting the training materials, and producing classroom materials **only? All-inclusive from development to delivery.**

3.1 (**Price Sheet**) Does this cost per employee reflect a minimum of 10 employees? **No, it reflects a maximum. “Up to 10 employees”**

3.1 (**Price Sheet**) Can a minimum price be quoted along with a per employee price? (e.g. \$1000 per employee with a \$10,000 minimum) **We have asked for one price for a maximum number of employees.**

3.1 (**Price Sheet**) Would it not be better to quote the total price to develop the training materials rather than the cost per employee as the number of employees could change? The time to develop the materials and course work is the same regardless of the number of employees. **Yes this is precisely why we have not asked for a per-employee cost.**

3.1 Are training materials a deliverable? **Yes**

3.1 Is a training manual desired or required? **Yes**

3.2 Is it anticipated that the basic materials would be covered in 2017, the advanced techniques in 2018, and no classroom training in 2018. Thus requiring development of a curriculum for basic and a second curriculum for advanced? **No. all training materials are developed in the first year, as the program develops, the consultant will construct subsequent trainings in response to the needs of the staff.**

3.2 Is the cost per hour (**on price sheet**) detailed in 3.2 exclusive of the cost to develop the materials in section 3.1?

3.2 Are the 10 hours “as needed” guaranteed or at the option of the city? **They are both guaranteed and at the option/direction of the City. They should be included in the pricing.**

3.2 Is the allocation of 220 hours of training a firm/minimum number? It is a maximum number, upon which the consultant’s pricing should be based.

3.2 Is it expected that the contractor supply necessary training materials? **Yes**

3.2 Will the City provide all necessary landscaping equipment for training? **Depends on equipment recommendations and availability with current DPW fleet for training.**

3.2 For the classroom sessions, will the city provide a classroom and all associated IT/media equipment as well as flip boards, white boards etc? **Yes**

3.2 for the 20-hours oversight will this need to be formally assessed and evaluation reports submitted? If so can the successful offeror design bespoke report/evaluation formats? Or must we use evaluation reports designed by the city? **The oversight hours will need to be documented. The consultant will work with the City to design how it is documented.**

3.2 Can subcontractors, as subject matter experts, be used to provide a portion of the training? If so are resumes required for these subcontractors? Subcontractors may be used and are encouraged. The consultant will need to show **Yes as long as such subcontractor is qualified to host such training.**

3.3 Do the 60 hours of follow up training reflect retraining using existing materials (refresher training) or to they require the development of new coursework. **Retraining using existing materials such as a refresher training.**

3.4 Can portable worksheets contain multiple elements? (i.e. spring, summer, fall maintenance activities for Baseball at all Baseball Fields) Yes as long as those reports are specific to that field's conditions and needs.