



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

To: Prospective Applicants

From: Angela M. Allen, Purchasing Director

Date: April 17, 2015

Re: Request for Qualifications (RFQ) #15-90 Comprehensive Facilities Condition Assessment, Building Consolidation Planning and Preventive Maintenance Plans

**Addendum #1 – Response to Questions, Comments**

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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.**

**X**

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Name of Authorized Signatory

Title of Authorized Signatory

**Questions Submitted in Writing**

- 1. The DSB form to be completed shall be the “Municipalities and Public Agencies not within Designer Selection Board (DSB) Jurisdiction” version, but both hyperlinks in the RFP lead to the Commonwealth of MA DSB form version. Can you please confirm that the Municipalities and Public Agencies DSB form is the one to be used?*

The DSB form link is as follows:

<http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-6-10-cities-towns-application.pdf>

- 2. With the DSB form, is it necessary to include the registration of the architect/engineer as this is not a design project? We have registered people but not in Mass, although our firm is registered*

*in the State.*

This project involves assessing buildings, recommending improvements and developing budgetary cost estimates for repairs and replacements expected over a ten year timeframe. The work also requires that teams be able to identify costs associated with facility consolidation. As such, the team must have registered architects and engineers in Massachusetts (MA), given that there must be experience with MA building code.

As required in **Section 1. Letter of Introduction**, the applicant must certify that it meets the following: “Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect or engineer responsible for and being in control of the services to be provided pursuant to the Contract.”

The reference can be found at the following link:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter7C/Section44>

3. *Please indicate the required MBE/WBE participation levels for this project as identified in Section 2.3 of the Scope of Services, 1. Letter of Introduction, paragraph number 3 of the Comprehensive Facilities Assessment RFQ.*

Unless our project is federally or state-funded, the City does not require MBE/WBE participation levels for this project. It is always desirable to have stronger representation in these areas and diversity is encouraged. If you or partners on your proposal team are certified by the Massachusetts Supplier Diversity Office, please furnish the applicable certificates with your submission.

4. *We also would like to obtain, if available, a complete listing of the facilities with the following information:*
  - a. *Name of facility*
  - b. *Address of each facility*
  - c. *Type of use*
  - d. *Square footage of facility*
  - e. *Approximate acreage of each site*
  - f. *Original construction / major renovation year(s)*
  - g. *Availability of floor plans if awarded the project*

A list of all relevant facilities and assets for this project is posted separately on the Purchasing webpage. The list provides as much data as readily available. The gross building area is based on the Board of Assessors data. A new page has been included as part of this response that identifies the years that each of these buildings were constructed. Please note, these dates are based on the best information available.

Design plans are available for several but not all of these buildings. Available plans have never been digitally scanned and are not guaranteed to be complete. Additionally, they may not accurately depict current layouts in the building.

## Questions and Comments from Pre-Deadline Briefing Session

### *5. Will the DCR facilities in Somerville be considered for this project?*

The primary focus for this work is on the municipally owned facilities. DCR facilities may be included at a later date if responsibilities of care change or the City identifies funding for this work and obtains approval from DCR to have these assessments completed.

### *6. Do you want the team you hire to document all buildings where plans do not exist?*

The City would like to have a conversation with the selected team about what is necessary to complete a conditions assessment, update the consolidation plan and develop preventive maintenance plans. The City has not concluded that it will need plans created where they don't exist; but if it is beneficial and there are cost effective ways to create this information, the City is interested and willing to include it in the scope of work.

### *7. You mentioned computerized maintenance and management systems (CMMS) to help identify, prioritize, and schedule what has to be done and in what sequence. You also stated that the selection of CMMS is not included in the scope – rather preliminary outlining of a scope for CMMS. Software is not the only tool. Are you open to various solutions – assessment tools vs. management tools?*

Yes, the City is open to all ideas and suggestions in this regard.

### *8. Is there any design work that would be included in the scope?*

There is an architectural component, and the City is interested in hiring a team that is capable of supporting design elements. It is anticipated that design plans created under this contract would be completed through schematic design only. For a large renovation/reconstruction project, the City would prepare a supplementary RFP for final design and construction phase services.

### *9. Will the team that is hired be precluded from bidding on design work in the City?*

No. The team hired for this work would be eligible to bid on projects in most if not all cases.

## Other Comments

- Note on cost estimation: the City will appreciate experience of demonstrated track records that align cost estimates and actual bids.
- Funding for this work is not yet appropriated, but there is broad support for the project and the City will request appropriations once a qualified team is selected, a scope is developed and fees negotiated.
- The list of attendees at the briefing session on April 14, 2015 is posted on the webpage with the bid documents.