

Addendum No. 1 to RFP 14-28CD



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

To: All Parties on Record with the City of Somerville as Holding RFP 14-28CD,
Wayfinding Program Design Services

From: Angela M. Allen, Purchasing Director

Date: December 13, 2013

Re: Questions about RFP, Revised Price Form (Section 5.0)

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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

Name of Authorized Signatory
Title of Authorized Signatory

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Questions from Prospective Bidders

1. Please advise that RFP 14-28CD does not include fabrication and installation services. Also, is construction administration part of this scope of work?

Reply: This RFP does not include fabrication, installation or construction administration.

2. Since "past performance and key personnel are not as significant as price" (1.11 Rule for Award), what is your budget for professional services?

Reply: Funding of up to \$900,000 for design, fabrication and installation has been included in the City's Capital Investment Plan.

3. What is your budget for the first phase of implementation?

Reply: That has not been determined, but will be some appropriate portion of the \$900,000.

4. Please define the boundaries of the project area?

Reply: Citywide.

5. Please define the range of sign types to be included in the scope of work, i.e. Gateways/Thresholds, Vehicular Wayfinding, Pedestrian Wayfinding, Cyclist Wayfinding, Points-of-Interest/Destination Signage, Placemaking Elements, Banners, Directory/Map Kiosks, other?

Reply: We are not sure of exactly what/how much we may need. The RFP is divided into two parts so that the City can first determine an appropriate design/aesthetic for the project as well as get professional advice on sign type.

6. Please define expectations of "Prepare sign mock-ups" (Section 4.3.2) in light of the fact there a no reimbursable expenses allowed in this contract.

Reply: The City will allow reimbursable expenses on a case by case basis, but pricing must be furnished in the price proposal. A revised price form has been attached. Any reimbursable expense must be approved in writing by the City.

7. Are you amenable to select (working group) web conference meetings in lieu of face-to-face meetings?

Reply: We are open to some, but at least one face to face to discuss final product will be mandatory.

8. Please provide the Phase 1 document mentioned in the context of "meetings" in Section 5.0 Pricing.

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Reply: All references to Phase One in Section 5.0 (pricing sheet) shall be struck. A new pricing sheet is attached that replaces the one in the original RFP.

9. If short-listed are you amenable to a web conference meeting in lieu of face-to-face interview meeting?

Reply: Yes.

10. Under 1.9 Comparative Evaluation, B. Experience, please interpret "Demonstrates strong design captivity."

Reply: To be interpreted by examples of past projects provided in the RFP response.

11. Please let me know if there is a link in the City web-site or other resource that you can guide us to a city map – the RFP states a city-wide program but in order to develop fees, it would be helpful to have a city-wide map or some quantification of the term city-wide.

Reply: Detailed maps and city information is provided in the executive summary to SomerVision:

<http://www.somervillema.gov/sites/default/files/SomerVisionComprehensivePlanAdoptedApril-19-2012.pdf>

SECTION 5.0 PRICING

The undersigned proposes to supply and deliver the materials and/or services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled:

WAYFINDING PROGRAM DESIGN SERVICES

FEE STRUCTURE: The services to be performed under this contract will be compensated on a total fixed fee basis allocated by tasks outlined in the Scope of Work. The fee is inclusive of all expenses including subconsultant services, site photos, copying, printing, postage, messenger services and telephone. The failure to name a consultant in the Proposal for Design Services shall not result in additional cost to the City.

- 1. Project Area Analysis** \$ _____
Includes minimum of 2 working group sessions with OSPCD staff and alternatives and costs for remediation.
Deliverable: Project Area Analysis Report
- 2. Wayfinding System Design** \$ _____
Includes minimum of 3 working group sessions with OSPCD staff, 2 Public meetings and presentation to the Mayor's Office/Staff .
Deliverable: Prioritization and estimated cost memo, provide hard copy and electronically
- 3. Tender Document Preparation** \$ _____
Includes attendance and power point or board presentations of findings and recommendations at a minimum of two (2) community meetings.
Deliverable: Bid Document
- TOTAL FEE** \$ _____

HOURLY FEE FOR ADDITIONAL SERVICES: Please attach a separate schedule of hourly fees for Additional Work, if any, which will be compensated based on the hourly rates. Anticipated reimbursable expenses shall also be itemized on a separate sheet if they are not included in the fixed fee above. The City must approve all such reimbursable expenses in writing before they would be paid.

Company Name: _____

Print Name of Person Submitting Price Proposal: _____

Signature of Person Submitting Price Proposal: _____

Address: _____ Date: _____

Tel #: _____ Fax #: _____ E-Mail: _____

ADDENDA #1 _____ #2 _____ #3 _____ #4 _____ ACKNOWLEDGED
Failure to acknowledge receipt of addenda may result in your bid being rejected.