

**Addendum No. 1 to RFP 17-24**



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

To: All Parties on Record with the City of Somerville as Holding RFP 17-24,  
Lease of Athletic Field(s) for Somerville Parks and Recreation Department

From: Angela M. Allen, Purchasing Director

Date: September 26, 2016

Re: Clarification of Minimum Requirements: Lighting and Restrooms

---

Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

**Question:**

We have a field that would meet most of the requirements, but lacks the lighting or restroom facilities. We are currently exploring non-permanent solutions for both, but I was wondering whether the City would consider a field that lacked these requirements, or instead used temporary lighting and restroom solutions for the users. We are working on determining the

## Addendum No. 1 to RFP 17-24

costs for going forward with our proposal, and I am curious as to whether these requirements would be an automatic disqualification.

### Answer:

The City has decided to waive minimum requirements #1 and #5 (lights and access to restroom facilities). While the City prefers fields that have lights and access to restroom facilities (as noted in the qualitative criteria, Factor 3), the City will accept and consider proposals for fields that offer temporary lighting and/or temporary restroom facilities. The City will also accept and consider proposals that do not include any kind of lighting or restrooms.

Proposers shall be very clear in the “Description of Property” (RFP section VII. B.) about what amenities are offered, and describe the amenities in detail. If more than one option is offered in the proposal, the proposal shall clearly distinguish each option from the others.

If both temporary and permanent fixtures (i.e. lighting, restrooms, etc.) are offered, please complete a separate price form for each distinct package on offer. For example, if a field proposal includes temporary lights and temporary comfort stations for an initial 5-year and/or 10-year term, the proposer will complete one price proposal form with such “temporary amenities” options. If the same proposer also offers an alternative proposal to lease the field for 5 and/or 10 years with permanent lighting and restroom facilities, such proposer shall also include a separate price proposal form to show the cost breakdown for the field with permanently fixed amenities.

Furthermore, Factor 3 in the qualitative criteria section has been clarified to reflect the preference for certain amenities as a strong preference rather than as a minimum requirement.

<b>Factor 3: Proposal offers field(s) with adequate lighting, adequate parking, and restroom facilities.</b>	
<b>Highly Advantageous</b>	All fields have lights, parking (at least for 20 cars), and restrooms available.
<b>Advantageous</b>	Some fields have lights, restrooms, and/or parking (at least 20 spaces) available.
<b>Not Advantageous</b>	No fields have lights, parking, or restrooms.