

Addendum No. 1 to RFQF 14-09



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

To: All Parties on Record with the City of Somerville as Holding RFQF 14-09,
Somerville by Design Neighborhood Planning Services, on an As-Needed Basis

From: Angela M. Allen, Purchasing Director

Date: July 3, 2013

Re: Clarifications and Responses to Questions

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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 and Clarifications

1. Work Samples

- a. Under Section I., Item 4, D. Work Samples, do you need 2 hard copies of all similar service reports and plans or can we make PDFs and put them on 2 DVDs/CDs in the proposal package?
 1. The City will accept Work Samples on DVD/CD or flash drive. All other components of a Qualification Submission must be in hard copy form.
- b. Clarification of Work Samples: Qualification Submissions should include a “portfolio” of work samples from the list of deliverables listed in Section III of the RFQF. Work samples should be clearly labeled so that it is easily understood which individual team member is responsible for which deliverable. Each individual team member included in a Qualification Submission must have work samples included.

2. Clarification to Section I. (Instructions to Applicants), Item 4. Requirements for the Qualification Submission.

The following language shall replace the existing language for items A through E of Section I, 4. in the RFQF:

- A. Resume for each individual included in the Qualification Submission
- B. Qualifications Narrative for each individual included in the Qualification Submission
 - a. Identify any and all Areas of Expertise in which each individual included in the Qualification Submission has successful experience for any of the Services and/or Deliverables listed in the Scope of Services (Section III).
- C. A minimum of three (3) Client References for each individual included in the Qualification Submission (e.g. including relevant staff within a firm).
 - a. Client references must be for similar services to those which the applicant is proposing to complete.
 - b. The City of Somerville may be included as a reference.
 - c. Please include the following information for each reference:
 - i. Firm Name, if applicable
 - ii. Contact Person
 - iii. Address, Phone Number, and Email Address for Contact Person
 - iv. Year of Service
 - v. Description of Service
- D. Work Samples for each individual included in the Qualification Submission
 - a. Samples of work must be for similar services to those which the applicant(s) is/are proposing to complete, preferably for a public sector client.
- E. Required Forms (completed and submitted by proposed “prime” contracting entity; and by any member of a proposal team that will contract directly with the City)
 - a. Submission Quality Checklist (filled out by preparer)
 - b. Certificate of Signature Authority (if applicable)
 - c. Signature Form
 - d. Certificate of Non-Collusion and Tax Compliance
 - e. Certificate of Good Standing (corporations only) – please furnish if currently

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available; required prior to execution of contracts of \$25,000 or more with corporations

- f. Somerville Living Wage Form (for all Applicants with employees)
- g. Certification as a WBE/MBE (women and/or minority owned business enterprise), if applicable

3. Clarification to Section III. (Scope of Services), Item 4. Sub-Consultants and Multiple Consultants.

The following language shall replace the existing language for Section III, 4. in the RFQF:

Sub-Consultants and Multiple Consultants

Qualification Submissions may include multiple members of individual firms, individuals (sole proprietors), multiple individuals from multiple firms, and/or any combination thereof; however the City reserves the right to utilize the services of any single person included as part of a Qualification Submission on an individual and as-needed basis.

The City will award multiple contracts and will seek to ensure that the full scope of planning and conceptual design services required will be provided by the set of approved respondents. Applicants awarded contracts will be used on an as-needed basis to supplement and support City Staff, working together as a specialized "Project Team" customized specifically for each neighborhood. The make-up of each team may be different from neighborhood to neighborhood.

4. Under Section III. Item #2 Services and Deliverables, how are you defining "Complete Neighborhood Analysis"?

- a. Complete Neighborhood Analysis is typically a socio-economic analysis of the existing goods and services within a 5-10 minute walk of the "center" of a neighborhood. Actual pedestrian sheds are determined to understand accessibility to daily and weekly needs for residents of the neighborhood. LEED ND supplies a good framework, but we expect to adapt the model to be more applicable to the needs of each Somerville neighborhood.

5. Price Submission Form: On the "RFQF Price Submission Form," if a deliverable has a range of prices depending on specific scope, should the range be listed? Or should one price be listed? For example, urban design or architectural illustration can range in price due to size of the final image, level of detail request by the client, and level of complexity of the composition.

- a. The Price Submission Form is formatted to collect fee proposals for the following, as applicable for each individual included in the Qualification Submission:

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1. An “on charrette” daily rate, covering all activities therein;
 2. An hourly rate, covering subsequent meetings/research/non-deliverable generation type of work; and
 3. A list of deliverables and the related cost/unit.
- b. If more space is needed, or if Applicants wish to indicate a range of prices that coincide with a differing scope or level of detail for a particular deliverable they may do so by attaching a sheet to the Price Submission Form explaining the fee breakdown for those deliverables.
- c. The Price Submission Forms must be in a separate, sealed envelope from the Qualification Submission. Three total copies of the Price Submission Form are required per Section I., Item 3 of the original issue of RFQF #14-09.
6. **Signature Form:** On the "Signature Form", on the "Residence" line do you want the specific home address of the person signing the document? Or just the city and state of their residence?
- a. City and state will suffice.
7. **Certificate of Good Standing:** Regarding "Certificate of Good Standing", will you accept a copy of a certificate of good standing? The state in which my entity is established only issues these statements in digital form.
- a. The City accepts copies of current (no older than two calendar years) certificates of good standing.
8. **Living Wage:** If we do not have any employees do we need to fill out the "Somerville Living Wage Ordinance Certification Form"?
- a. If you have neither employees nor sub-consultants, you do not have to sign the living wage form.
9. **Automobile Liability Insurance:** What are the statutory requirements for automobile liability insurance? Our company does not own any vehicles and does not expect to be driving if selected for this opportunity, would automobile liability insurance not be required? Will personal automobile insurance be sufficient?
- a. Personal automobile liability insurance (proof of coverage) will be acceptable to the City for the individual(s) listed on the Qualifications Submission.