

Addendum No. 1 to RFQF 17-51



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

To: All Parties on Record with the City of Somerville as Holding RFQF 17-51,
Somerville by Design

From: Michael Richards, Assistant Purchasing Director

Date: February 27, 2017

Re: Answer questions posed during Q/A period

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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.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Questions from Prospective Bidders

Q. We offer expertise in some of the areas requested. Can we submit our qualifications for only selected areas of expertise or do we have to join a team?

A. We are happy to receive qualifications from submitters that only have expertise in specific areas. Teaming is not required.

Q. Even if we can submit our qualifications in selected areas of expertise, are teams that offer all expertise more likely to be selected than individual firms submitting in their area of expertise?

A. No.

Q. What is the procedure for agreeing to scope, schedule and budget for any specific task requested by the city?

A. For each project, City Staff will engage the project manager for the on-call contractor to discuss the project, potential scope, budget, and timeline. A final scope and budget is determined with the contractor and kept with both PM's.

Q. *Proposers Checklist- Reference Form* - It is our understanding that we can submit references in an equivalent layout. Should this be included in Section C Client References or with the required forms?

A. The reference form or equivalent layout can be included in Section C Client References.

Q. *Non-Price (Technical) Proposal Format*- Please confirm proposals must be submitted in 3-ring binders. Will the City accept wire-bound proposals?

A. We prefer that respondents' proposals are easily accessible without complicated packaging. With that said, we anticipate a large number of responses and 3-ring binders can be cumbersome in the evaluation process. Wire- or spiral-bound proposals would be preferable as they have a lower profile and less waste.

Q. Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?

A. This project is not federally funded therefore federal regulations do not apply.

Q. Do rates need to be based on raw direct pay rate times overhead?

A. Several rates were requested. Hourly, daily, and deliverable rates should include raw direct pay plus any overhead and profit. They should not be itemized. Overhead cannot be charged as a percentage of the total or on reimbursable expenses.

Q. Can profit be applied to rate inclusive of overhead?

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Q. Do subs need to fill out the forms?

A. Subs should be included in qualifications and rate sheets. Subs do not need to complete the other forms

Q. In the competitive Evaluation Criteria section, 20 points maximum is awarded to the “Capacity and Timelines, as demonstrated by whether the Applicant appears to have the capacity to undertake the services in a timely manner.” How you like this demonstrated?

A. In work examples, please refer to project team and size and project duration.