

Addendum No.1 - RFP 12-72



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

To: Prospective Proposers RFP 12-72
Nexus Study to Update and Expand the City's Linkage Ordinance

From: Angela M. Allen, Purchasing Director

Date: June 5, 2012

Re: Responses to Questions from Prospective Proposers

Addendum No. 1 to RFP 12-72

A. **Questions and Responses.** The following questions were submitted to Purchasing. Answers are provided below.

1. Is there a specific budget or fee cap for this study?

Response: The City is interested in receiving the most competitive pricing as possible to fulfill this scope of work. The City does not wish to disclose the budgeted amount in advance of the proposal deadline.

2. Will there be any required public meetings or meetings with city boards or bodies required as part of the scope of work, beyond the presentation to the Mayor/City staff noted in the RFP? If so, how many meetings are expected?

Response: Although nothing is scheduled or anticipated at this juncture, there may be a couple of meetings with community groups that would arise over the course of the project and the City may ask the consultant to attend. The City has revised the price form (see final page of this addendum) to include a line item for a per-meeting fee. Such meetings would not exceed two (2) hours.

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3. Is there any flexibility in the 3-month schedule for the project?

Response: The proposers should tell the City whether they believe they can meet the three (3) month deadline or not. The City is willing to entertain submissions that suggest a four (4) month deadline, provided that proposers explain their reasoning for the extended timeline.

4. Does the City anticipate staff review and comment on a draft report? If so, will this review occur within or after submission of a report within the 3-month deadline?

Response: Proposers should expect to provide us with a draft for review and comment two (2) weeks prior to the completion of the contract period. The City will respond with sufficient time to make changes.

- B. Revised Price Form.** The price form has been revised to incorporate a per-meeting fee in response to question nr. 3 above. Please use the following form in place of the one in the original RFP.

****Please remember to acknowledge all addenda on Proposal Price Form****

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REVISED PRICE SUMMARY FORM – RFP #12-72
Nexus Study to Update and Expand the City's Linkage Ordinance
TO BE ENCLOSED IN SEPARATELY SEALED ENVELOPE

Having fully examined, read, and in understanding of the specifications for this project and being familiar with all of the conditions surrounding the proposed work, including any addenda for which receipt of is acknowledged below, the undersigned proposes to complete all work as specified in this request for proposals for the prices stated below.

Total Service Fee \$ _____

Fee must include the total cost of service to the City of Somerville including reimbursable expenses.

Additional Per-Meeting Fee \$ _____

This price line was added in response to addendum question #3. Fee must include the total cost of the meeting on a per-meeting basis.

I certify that the certifications required by this solicitation are attached hereto, completed, and signed by an authorized official of the company. I further certify that all services on which my firm offered a proposal are available for delivery within the time limits established in this Request For Proposals. I further certify that if this firm is the successful proposer, we will produce evidence of liability, property and Worker's Compensation insurance for the limits specified in this solicitation.

NAME OF COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

Name/Title of Person Submitting the Proposal:

Signature: _____

Date: _____

By my signature, I acknowledge receipt of the following ADDENDA (if any):

Addendum #1, dated ____/____/____

Addendum #2, dated ____/____/____

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