

Addendum No.1, RFQ 15-47



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

To: Prospective bidders RFQ 15-47 - On Call Architectural & Engineering (A-E) Services in Various Municipal Buildings

From: Angela M. Allen, Director, Purchasing Department

Date: December 12, 2014

Re: Questions & Answers

Addendum No. 1 to RFQ 15-47

This addendum provides answers to questions received by prospective applicants:

****PLEASE BE SURE TO ACKNOWLEDGE THIS ADDENDUM BELOW ****

A. Reminder of Due Date:

- Proposals are due DECEMBER 17, 2014 no later than 11:00AM

B. Questions and Answers:

- 1. Q. Can you please verify that the Designer may choose to submit on only one (1) of the Categories listed in Section 2.2 and that the Designer is not required to submit on all four (4) Categories?**
 - A. There are 4 categories with required team members for each category. Applicants don't need to apply for all 4 categories, but they must have a complete team for each category for which they submit.*
- 2. Q. Under 2.3 Required Team Personnel in the RFQ, different categories are listed; 1. Architecture/Interior/Design, 2. Landscape/Civil/Surveying, etc. and each list different "Prime" Consultant disciplines. Am I correct to say that we, as the Architect and Prime Consultant, would include all of these disciplines on our team but still be the Prime Consultant for a project even if it's a "landscape" project, or are we only supposed to be submitting a proposal for a specific category?**
 - A. The intent is the following:*

Addendum No.1, RFQ 15-47

There are four categories that a team may submit on. Teams may submit on one or more than one category.

The Prime on that team should be the one identified in the requirements. This is the member of the team that would most likely be the most involved at leading the design effort for that work.

In the example provided:

If it were a landscape project, the City would use a team that submitted on No. 2 (Landscape Architecture / Civil Engineering / Surveying and Mapping Services). A landscape architect would lead the effort as the prime.

An architecture firm may have multiple disciplines under one roof capable of meeting the requirements of each category. That would simply be identified in the proposal.

3. Q. Will this contract include work on school facilities?

A. Yes. Contract work could include school facilities.

4. Q. Appendix A of the RFQ 15-47 On-call Services includes the DSB Application Form for DCAMM projects. Should we use the form included in Appendix A or should we be using the DSB form for Municipalities and other Public Projects? Also, is the Form DSB S-CA Designer Selection Board Sub-Consultant Acknowledgment required for each of our consultants?

A. All respondents shall use the Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (updated May 2014) and found online at:

<http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-6-10-cities-towns-application.pdf>

Please note that this form is slightly different than the general form used in the original Appendix A; therefore, it is attached to this Addendum and replaces the original Appendix A.

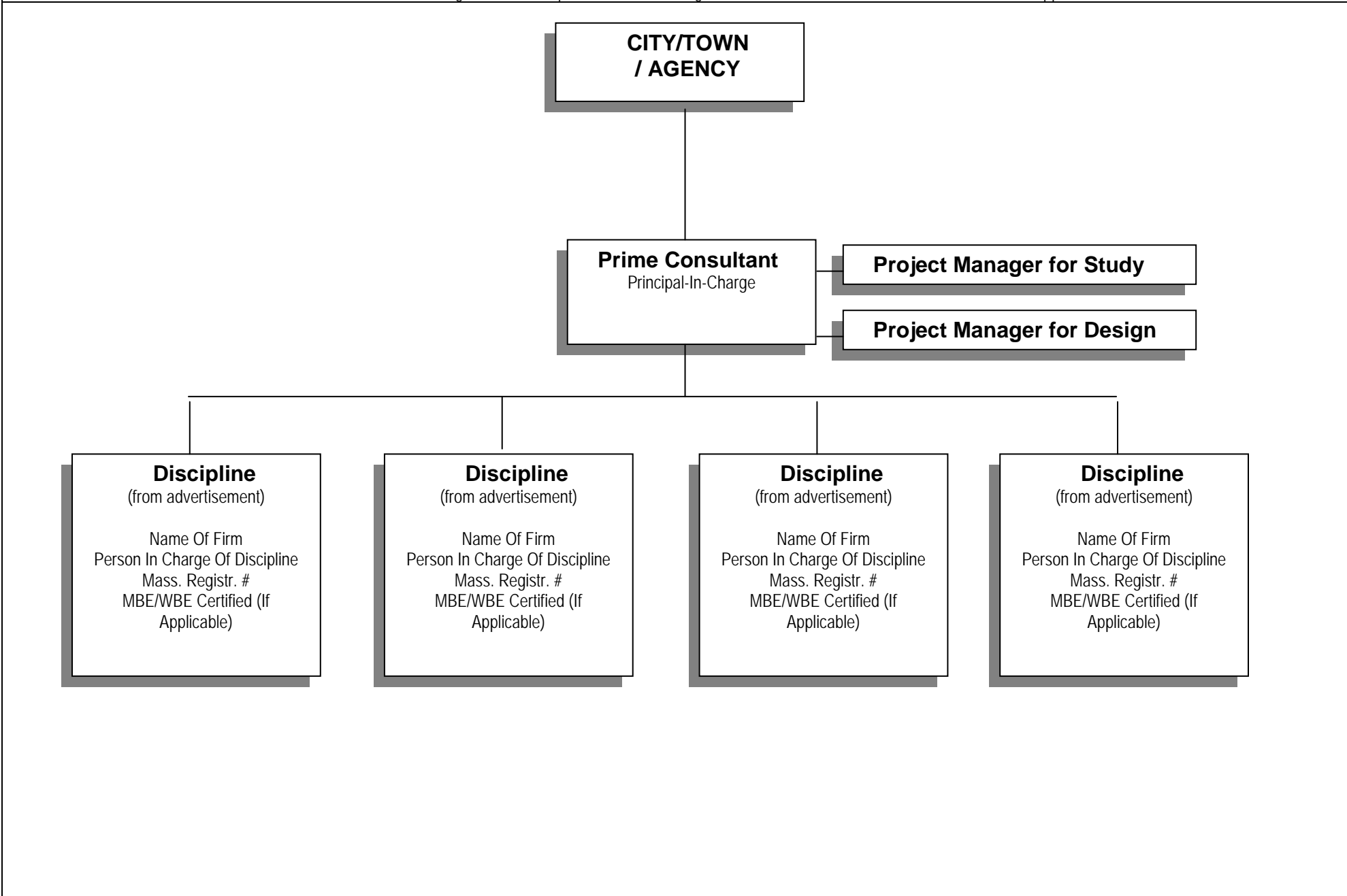
Given that this DSB form for Municipalities does not include the Form “DSB S-CA Sub-Consultant Acknowledgement,” such acknowledgement will not be required for this RFQ. However, the City of Somerville requires that all prime – i.e. “lead” – applicants ensure that their sub-consultants know and agree that they are included in the application of the “prime” applicant.

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 (First, Last) and Title of Authorized Signatory

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014)	1. Project Name/Location For Which Firm Is Filing:		2. Project #																																																																	
			This space for use by Awarding Authority only.																																																																	
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)																																																																		
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																		
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:																																																																		
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: _____ Telephone No: _____ Fax No.: _____		3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/>																																																																		
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Admin. Personnel</td> <td style="width: 10%;">_____ (_____)</td> <td style="width: 20%;">Ecologists</td> <td style="width: 10%;">_____ (_____)</td> <td style="width: 20%;">Licensed Site Profs.</td> <td style="width: 10%;">_____ (_____)</td> <td style="width: 20%;">Other</td> <td style="width: 10%;">_____ (_____)</td> </tr> <tr> <td>Architects</td> <td>_____ (_____)</td> <td>Electrical Engrs.</td> <td>_____ (_____)</td> <td>Mechanical Engrs.</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____ (_____)</td> <td>Environmental Engrs.</td> <td>_____ (_____)</td> <td>Planners: Urban./Reg.</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____ (_____)</td> <td>Fire Protection Engrs.</td> <td>_____ (_____)</td> <td>Specification Writers</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> </tr> <tr> <td>Code Specialists</td> <td>_____ (_____)</td> <td>Geotech. Engrs.</td> <td>_____ (_____)</td> <td>Structural Engrs.</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____ (_____)</td> <td>Industrial Hygienists</td> <td>_____ (_____)</td> <td>Surveyors</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> </tr> <tr> <td>Cost Estimators</td> <td>_____ (_____)</td> <td>Interior Designers</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> </tr> <tr> <td>Drafters</td> <td>_____ (_____)</td> <td>Landscape Architects</td> <td>_____ (_____)</td> <td></td> <td>_____ (_____)</td> <td>Total</td> <td>_____ (_____)</td> </tr> </table>					Admin. Personnel	_____ (_____)	Ecologists	_____ (_____)	Licensed Site Profs.	_____ (_____)	Other	_____ (_____)	Architects	_____ (_____)	Electrical Engrs.	_____ (_____)	Mechanical Engrs.	_____ (_____)		_____ (_____)	Acoustical Engrs.	_____ (_____)	Environmental Engrs.	_____ (_____)	Planners: Urban./Reg.	_____ (_____)		_____ (_____)	Civil Engrs.	_____ (_____)	Fire Protection Engrs.	_____ (_____)	Specification Writers	_____ (_____)		_____ (_____)	Code Specialists	_____ (_____)	Geotech. Engrs.	_____ (_____)	Structural Engrs.	_____ (_____)		_____ (_____)	Construction Inspectors	_____ (_____)	Industrial Hygienists	_____ (_____)	Surveyors	_____ (_____)		_____ (_____)	Cost Estimators	_____ (_____)	Interior Designers	_____ (_____)		_____ (_____)		_____ (_____)	Drafters	_____ (_____)	Landscape Architects	_____ (_____)		_____ (_____)	Total	_____ (_____)
Admin. Personnel	_____ (_____)	Ecologists	_____ (_____)	Licensed Site Profs.	_____ (_____)	Other	_____ (_____)																																																													
Architects	_____ (_____)	Electrical Engrs.	_____ (_____)	Mechanical Engrs.	_____ (_____)		_____ (_____)																																																													
Acoustical Engrs.	_____ (_____)	Environmental Engrs.	_____ (_____)	Planners: Urban./Reg.	_____ (_____)		_____ (_____)																																																													
Civil Engrs.	_____ (_____)	Fire Protection Engrs.	_____ (_____)	Specification Writers	_____ (_____)		_____ (_____)																																																													
Code Specialists	_____ (_____)	Geotech. Engrs.	_____ (_____)	Structural Engrs.	_____ (_____)		_____ (_____)																																																													
Construction Inspectors	_____ (_____)	Industrial Hygienists	_____ (_____)	Surveyors	_____ (_____)		_____ (_____)																																																													
Cost Estimators	_____ (_____)	Interior Designers	_____ (_____)		_____ (_____)		_____ (_____)																																																													
Drafters	_____ (_____)	Landscape Architects	_____ (_____)		_____ (_____)	Total	_____ (_____)																																																													
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																				

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
Be Specific – No Boiler Plate																																	
11.	Professional Liability Insurance: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
Name of Company	Aggregate Amount	Policy Number	Expiration Date																														
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer YES or NO . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline																										
a.				d.																													
b.				e.																													
c.				f.																													
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline																										
a.				d.																													
b.				e.																													
c.				f.																													
15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 20%;">Name And Title</td> <td style="width: 15%;">% Ownership</td> <td style="width: 15%;">MA. Reg.#</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline																										
a.				d.																													
b.				e.																													
c.				f.																													
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted by (Signature) _____</td> <td style="width: 50%;">Printed Name and Title _____ Date _____</td> </tr> </table>	Submitted by (Signature) _____	Printed Name and Title _____ Date _____																														
Submitted by (Signature) _____	Printed Name and Title _____ Date _____																																