



City of Quincy, Massachusetts  
Purchasing Department  
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Quincy, MA 02169

Phone: 376-1060

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**ADDENDUM NUMBER 1**

**RE: RFQ DUE: MARCH 1, 2012 @ 11:00 a.m.**

**BID/RFQ TITLE: Consultant Review Service**

**PLEASE NOTE** : The City has updated the 9<sup>th</sup> page of the RFP, (numbered page 3) of the specifications for Consultant Review. A live reference link has been added and can be accessed using the link below;

<http://www.quincyma.gov/Government/PLANNING/DowntownRevitalization.cfm>

**Several questions have been asked by potential bidders relative to the above referenced Request for Qualifications. The question and answers are below.**

- Q1. Can a list of potential bidders be made available for teaming?  
A1. *A complete vendor list may be found on the City of Quincy's (Purchasing page) "Bid Page"*
- Q2. Would you entertain proposals from a small firm with only 2 Mass DOT prequalifications from the environmental specialties list (hazmat specialties), or would you prefer a small firm to team with others for a multi-disciplinary environmental team?  
A2. *We will consider all proposals submitted whether it's by one single firm or a team of firms. You (and your sub-consultants, if applicable) must possess the MassDOT prequalification for the respective disciplines you are proposing peer review services.*
- Q3. Are consultants responding to this RFP required to be Pre-Qualified by MassDOT in the categories for which they are submitting?  
A.3. *All consultants and subconsultants (if applicable) must be pre-qualified by MassDOT in the discipline for which they will be providing peer review service (s).*
- Q4. Would you prefer a response that includes an entire team (prime consultant and subconsultants) that can provide all services? Or should consultants submit responses for only the categories for which they are qualified?  
A4. *If applicable, you should provide information on your entire consultant team by discipline and their respective MassDOT prequalification (s).*
- Q5. Do sub-consultants need to be named and included in the proposal?  
A.5 *If applicable, you should provide information on your entire consultant team by discipline and their respective MassDOT prequalification (s).*
- Q6. Can a list of potential bidders be made available for teaming?  
A6. *A list is available on the City of Quincy's Web site above project.*
- Q7. Would you entertain proposals from a small firm with only 2 Mass DOT prequalifications from the environmental specialties list (hazmat specialties), or would you prefer a small firm to team with others for a multi-disciplinary environmental team?

**A7** *We will consider all proposals submitted whether it's by one single firm or a team of firms. You (and your subconsultants, if applicable) must possess the MassDOT prequalification for the respective disciplines you are proposing peer review services.*

Q8. In the Quincy Consulting Review Services RFP, under General Qualifications of the Firm, Section E, says the lead engineer supervising the review shall be a professional engineer. Are firms allowed to submit a proposal with a planner who has appropriate licensing (AICP) act as the overall PM with professional engineers managing the engineering projects as services are requested?

**A8.** *All consultants and subconsultants (if applicable) should possess the appropriate professional registrations and certifications in disciplines for which they will be providing peer review service(s).*

Q9. While preparing our proposal we have come up with an additional question. Does the City of Quincy have an LSP contractor they are already working with or are LSP services required in this contract?

**A9.** *Yes, we will consider their qualifications to provide LSP services under hazardous waste, site investigation and assessment category.*

Q10. Regarding Section 1, (E) professional registrations, Do we need to include actual photo copies of each key team member's registration/license or is a registration/license number acceptable?

**A10.** *It is not necessary to submit photo copies of professional licenses and/or registrations. The City reserves the right, however, to request this documentation at any time.*

Q11. If we are proposing to engage the services of a subcontractor, does the sub have to submit all of the same information that the Prime is required to? Do you want 3 example peer review letters from each sub as well?

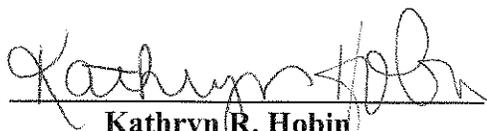
**A11.** *Subcontractors need to provide all information relevant to the respective discipline for which they will be providing peer review services. It would be helpful if we were provided relevant examples of work products.*

Q12. Our clients are not granting us permission to submit peer review letters with our proposal due to the sensitive nature of the information discussed within. However, they are willing to make arrangements for document review on an individual, one-on-one basis. Will the City deem our proposal non-responsive if 3 example peer review letters are not submitted? Will the City make an exception?

**A12.** *If it is not possible to submit an example of a peer review letters, prospective consultants can provide narrative on the types of projects for which they have provided peer review services. References for these projects would also be helpful.*

Thank you.

**PLEASE SIGN THIS SHEET AND ATTACH IT TO YOUR BID, AS IT IS NOW A PART OF THE BID.**

  
Kathryn R. Hobin  
Purchasing Agent

Date: \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_