



City of Quincy, Massachusetts  
Purchasing Department  
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Quincy, MA 02169

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**ADDENDUM NUMBER 1**

**RE: BID DUE : November 23, 2010 @ 2:00 P.M.**

**RFP TITLE: Consulting Services Master Conservation Plan for Hancock Street Cemetery**

**PLEASE NOTE :**

**Addendum #1**

**Additions, Deletions or Revisions to the RFP:**

1. **Added to the Project Objectives on Page 3 is:**  
A "map" showing the location of the markers, tombs, walls and major landscape features. GIS integration of the maps and its features is preferred.
2. **Refer to Phase 4 Deliverables on Page 13; Strike "DVD of the volunteer repair workshop for future use."** The workshop will be recorded by the City on behalf of the Conservator. Conservator to coordinate workshop and recording of workshop with City.
3. **Added to scope of work outline, Phase 4, Deliverables:**  
Final report shall include an executive summary that establishes overall priorities and lays out short term and long term goals.

**Response to questions submitted by prospective bidders:**

4. **Question: Does the committee want the raw data we collect? i.e. Evaluation forms for gravestone condition, etc.**  
**Answer:** No raw data should be submitted. Raw data should be maintained by Conservator for a period of one year, minimum, after the project is complete. Conservator should be prepared to provide data to City, if requested, within that time period
5. **Question: Which Word Processing Program is preferred?**  
**Answer:** Acrobat, .pdf (electronic copies), Word, .doc (word processing), Excel, .xls (spreadsheets) and Microsoft Access (database) are the required programs for electronically submitted materials.
6. **Question: The final report, how should it be bound? 3 ring binders and the information with photographs in sheet protectors like the Horner Survey? Or comb binding? or other?**  
**Answer:** No preference
7. **Question: Does the committee want a Cultural Landscape Report?**  
**Answer:** Yes, in addition to a landscape plan with detailed recommendations for plantings, walks, accessibility and maintenance etc.

8. **Question:** *Phase 3, Deliverables states: Cost estimates for implementing an architecturally comprehensive, historical sound preservation strategy. Can that please be explained further? I'm not sure what architecturally comprehensive means to the committee.*  
**Answer:** Strike the word "architecturally" from the sentence so that it reads; Cost estimates for implementing a comprehensive, historical sound preservation strategy.
9. **Question:** *Phase 4, Tasks states: Conduct a workshop to train volunteers in simple repairs and cleaning. Who will obtain the volunteers? The Conservator or the Committee?*  
**Answer:** The City will lead the search for and coordination of volunteers with assistance from the Conservator.
10. **Question:** *Phase 4 Deliverables states: Provide required number of copies of the Final Master Plan. That means only ONE hardcopy?*  
**Answer:** From page 3 of the RFP; "Conservators are asked to submit six (6) complete copies of each proposal..."
11. **Question:** *Is there a specific Burial Ground form from MHC that the committee wants to be used?*  
**Answer:** No preference. Please include form of choice with proposal.
12. **Question:** *Once the three candidates are presented to the HCAHAC by QHC will interviews be scheduled? When (dates) can we expect that to happen?*  
**Answer:** Refer to Page 5, "Finalists may be required to appear for an interview. Interviews, if deemed necessary, are expected to take place in or about January, 2011"
13. **Question:** *When (dates) can we expect to hear who is the favored Conservator?*  
**Answer:** January 2011
14. **Question:** *Can we use the 1930 map or must a new map be made of Hancock Cemetery?*  
**Answer:** A new detailed "map" showing the location of the markers, tombs, walls and major landscape features is required. Numbering can either be based in the 1930 map or based a new system proposed by the Conservator. Numbering should be reviewed with the Committee in Phase 3.
15. **Question:** *Is GIS integration required for the "map"?*  
**Answer:** GIS integration is strongly recommended
16. **Question:** *Refer to page 5, MHC Interim Guidelines for Inventory Form Photographs – March 2007 and MHC National Register Requirements for Digital and Film Photographic Prints (revised). How many copies of the photographic prints are required?*  
**Answer:** No film and/or photographic prints will be required to be submitted. All submitted photographs not directly included in the report (.pdf file), shall be .jpeg files. All .jpeg files shall be labeled and cataloged for ease of reference.
17. **Question:** *If I submit samples of previously completed master conservation plans, will the City need to retain these as part of my bid (in other words may I get them back?)*  
**Answer:** Any hardcopies of previously completed master conservation plans submitted for review will not be returned to sender upon award of the work. Legally originals submittal of all RFP's must be kept for public record.
18. **Question:** *If the city does need to retain these, may I submit an electronic version of them for the City to retain, and get my originals back?*  
**Answer:** As stated above, original RFP's are kept for public record. If you are concerned about original plans, please submit a link reviewers can refer to in order to view any previously completed plans.

19. **Question:** Clarify the requirements of the searchable database noted in Project Objectives, Item k on Page 3

**Answer:** Database shall include all elements of the Cemetery that may require maintenance and/or are of historical importance along with a conditions assessment with recommendations, priorities and budgets of each of these items.

20. **Question:** Should we include an assessment of the tombs, walls and cast iron fence/gates.

**Answer:** Yes. Access to tomb interiors may be made available upon consultation with the Cemetery Board.

21. **Question:** Is there a copy of the national register listing?

**Answer:** The City does not have a copy of the national register listing

22. **Question:** Can the awarded party also do the work?

**Answer:** It is the City's intent to apply for further funding of the continued project. In order to do so, we may choose or be required to have the author of the Master Plan assist with the documentation for the grant application(s). In this case the MHC and potentially other parties do not allow the applicant(s) to carry out the work involved with the grant monies.

23. **Question:** Refer to Project Objectives, Page 2, Item j, Confirm scope of consulting for interactive displays?

**Answer:** The City plans to include the Cemetery in an interactive Historic Trail Walking Tour. This is a separate scope of work to be performed at a future date. The City is asking the Bidders to consider this project in the Master Plan and provide some suggestions as to possible projects within the Cemetery grounds.

24. **Question:** Do you really intend to cover emergency repairs in the scope of work?

**Answer:** Yes.

25. **Question:** Confirm there is no scope for recording of inscriptions.

**Answer:** Recording of inscriptions is not required. The Database should plan for future entry of inscriptions.

26. **Question:** Is the project funded?

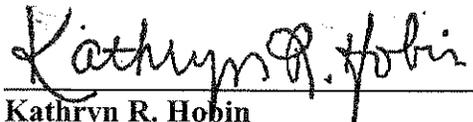
**Answer:** Yes

27. **Question:** Is Quincy a "preserve America town"?

**Answer:** No, to the best of our knowledge. The Committee would welcome information on the subject if it is of benefit to the City.

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: \_\_\_\_\_