City of Quincy, Massachusetts
Purchasing Department
1305 Hancock Street
Quincy, MA 02169

Phone: 617-376-1060
Fax: 617-376-1074

ADDENDUM NUMBER #1

BID TITLE: ***RFQ for Designer Services of Souther Tide Mill***

BID DUE: ***May 28, 2015 @ 11:00 A.M.***

PLEASE NOTE: The *following questions were asked regarding this bid.*

1. Regarding the age of the Souther Tide Mill;

A **While the City values accuracy in all aspect of this work, the date displayed on the project sign is not too relevant to the current RFQ. The City will address this item in the future.**

2. Concerns with archaeological investigation and preservation.

A. **While this particular aspect is not specifically called out in the RFQ, it is suggested that firms having knowledge / expertise in these areas call that to attention in their proposal.**

3. Concerns expressed regarding the timetable of six weeks.

A. **The City's intent was to complete the goals of the RFQ in six (6) weeks.**

4. Concerns with site security.

A. **The RFQ does not thoroughly address aspects of site security. The City intends to address security issues under a separate contract.**

5. "How does the City anticipate using the improved Grist Mill?"

A. **The ultimate goal is to have a working mill with salvaged components, that is structurally stable. The mill would be open to visitors to view the milling process and perhaps market flour made on site.**

6. "The consultant shall also coordinate with National Grid to immediately supply electricity to the structure." (Page 2) "The site presently is NOT serviced by gas electricity, public water and on-site subsurface sewage disposal system." (Page 3) "Work shall also include establishing electrical service to the site immediately prior to commencing work." (Page 13) Do these aspects of the project require a civil engineer?

A. **A registered civil engineer shall prepare a plan for establishing electrical service to the building and site. The civil engineer shall study existing utility locations and coordinate the layout of the electrical services such that it best accommodates future installation of utility work (gas, water, drainage, sewage, etc.) without excessive reworking of the new electrical line.**

7. Is there electrical cable to the property already or will the project require new underground systems (where are utilities currently capped)?

A. **It has not been established exactly where the old electrical service to the site was cut and capped. The City wishes to provide as much utility work underground as is practical to insure that the setting and appearance of the Mill building look as authentic as possible to a time in the mid-1800's.**

8. Will programming and feasibility study explore bringing water and sewage disposal to the site?

A. **Since the future intent is to have the building as a working museum open to the public; water and sewage shall likely be required somewhere on the site but not necessarily inside the Mill building.**

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: _____

Commonwealth of Massachusetts DSB Application Form (Updated May 2014)	1. Project Name/Location for Which Firm is Filing:	2a. DSB # Item #
		2b. Mass. State Project #

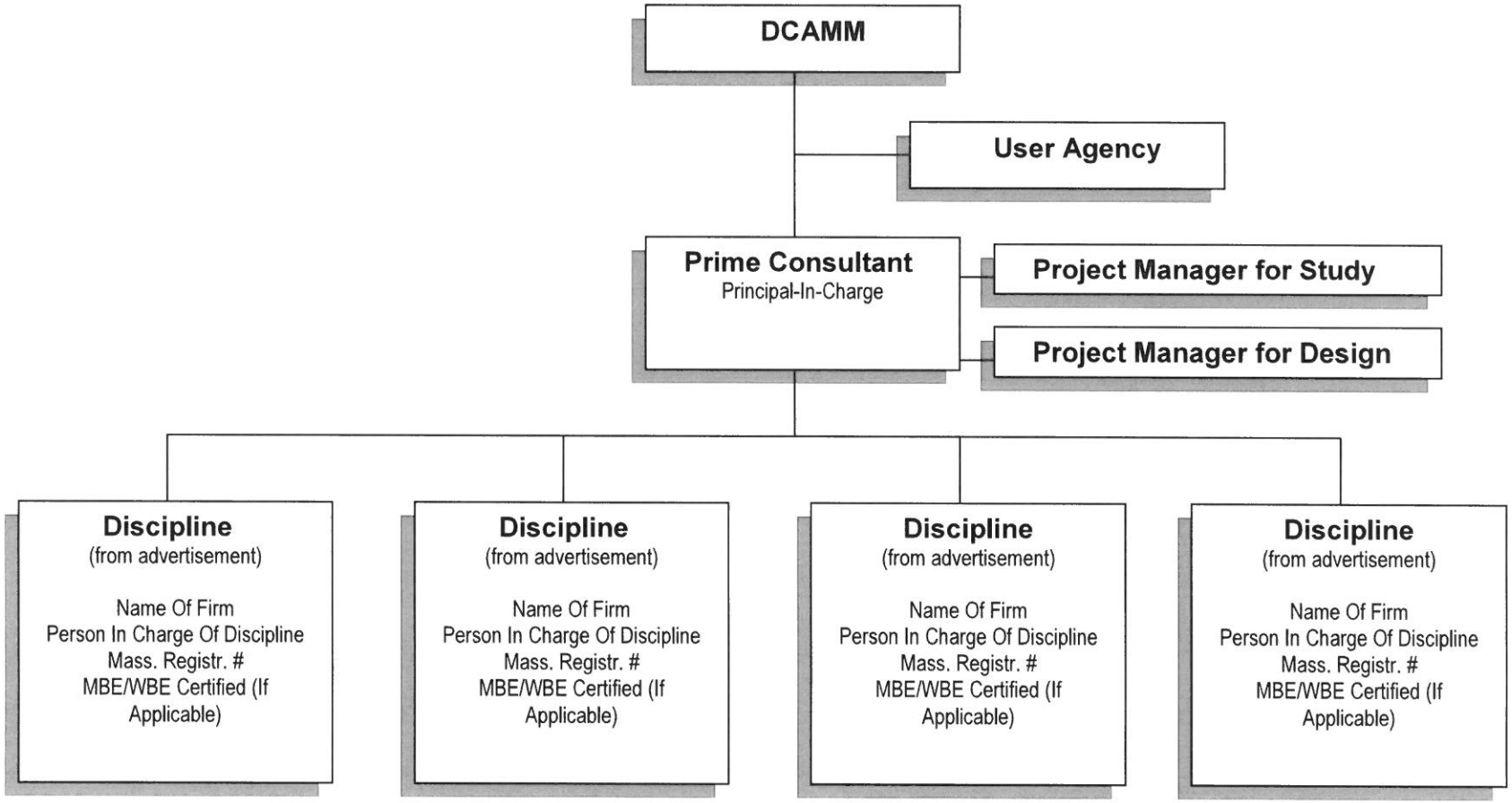
3a. **Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:**	3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)
3b. Date Present and Predecessor Firms Were Established:	3f. Name and Address Of Other Participating Offices Of The Prime 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) ❑ (2) SDO Certified Woman Business Enterprise (WBE) ❑ (3) SDO Certified Minority Woman Business Enterprise (M/WBE) ❑

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):

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? ❑ Yes ❑ 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. Include Resumes of Project Managers. 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 ❑ WBE ❑	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE ❑ WBE ❑
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 Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification 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 **ONLY** Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB 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 Areas Of Experience Listed In DSB Advertisement)	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 and They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	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)					

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.			

* 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. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT**.

Be specific – No Boiler Plate

11. Professional Liability Insurance:

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:

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:

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):

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 7, Section 38A1/2 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.

Submitted By (Signature) _____ Printed Name and Title _____ Date _____

The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

DSB S-CA	Commonwealth of Massachusetts **Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT**

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

_____

Signature of Sub-Consultant Duly Authorized Representative

_____

Print Name and Title

_____

Date

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.