



City of Quincy, Massachusetts
Purchasing Department
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Quincy, MA 02169

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ADDENDUM NUMBER 2

BID TITLE: RFQ – SCHOOL AND CITY BUILDING ROOFS AND MASONRY REPAIRS
BID DUE: JUNE 16, 2011 @ 12:00 P.M.

The following questions have been raised regarding this Request for Qualifications and the City's response is as follows:

- Q. It is our understanding that the design process for all 17 buildings listed in the RFP is six weeks.
When do you anticipate the start date for design to be?
When do you anticipate the start date for construction to be?**
- A. Start date for design: On award of contract; on or about June 27, 2011
Start date for construction: Mid-July 2011*
- Q. Are there existing drawings for all the buildings?
How recently have they (drawings) been completed?
Are they available as electronic copies or paper copies?**
- A. There are a total of 18 buildings in the scope. Drawings exist for some of the buildings. The drawings have been electronically scanned from paper copies on file at the City's Inspectional Services Dept. The drawings are available as electronic "PDF"s. The consultant awarded the contract will be responsible for researching or producing drawings of existing conditions suitable for roof replacement work.*
- Q. Are the different buildings to be bid individually, combined into a package, or in groups?**
- A. It is the City's intent to bid the buildings individually.*
- Q. Can you provide a list of the types of roofs you wish to install (i.e.: EPDM, asphalt shingle, etc.)?**
- A. The City's intent is to select the best and most appropriate roofing material for each particular building. The City currently is looking favorably on PVC roofing and multi-ply "built-up" roofing systems.*
- Q. The consultant has 6 weeks to complete the scope of services for all 17 sites? Up to which phase; existing conditions or construction documents?**
- A. The consultant will have approx. 6 weeks to complete the scope for all sites. The consultant will be expected to produce construction documents (plans, details and specifications) of roof replacement projects suitable for public bidding and construction.*

- Q. Do you have the approximate roof area available for each roof?**
A. No. The City is in the process of gathering the square footage for each roof. At this time we are primarily interested in evaluating designer qualifications with emphasis on providing the best value to the City and meeting the demands of the schedule.
- Q. Is CODDINGTON HALL part of the roof / masonry project and if so can you provide additional info?**
*A. Please remove CODDINGTON HALL from Attachment A – Scope of Work (page 15) CODDINGTON HALL is not part of the scope of work expected under this RFQ.
In addition there are parts of page 16 and page 17 that have scope of services dealing with “programming for new spaces, interior elevations, schematic designs, etc.” that shall be eliminated.
The City regrets that CODDINGTON HALL was listed in error.
The total estimated dollar value of the construction work remains as listed in the Central Register at approx. \$3.2M.*
- Q. Structural deficiencies – will we be replacing any roofing structure, or reinforcing any masonry in locations for which we may require a structural engineer?**
A. On the basis of the City’s knowledge of the buildings proposed for roof repairs we do not anticipate any structural deficiencies in the roof systems.
- Q. Should we be using the PO# S061611?**
A. There is no requirement to use that PO#; it is an internal tracking number for use by the City only.
- Q. Is a “Bid bond of 5% is requested?**
A. A bid bond is NOT required for designer selection.
- Q. The signature page of the “Information and Instructions to Bidder” indicates responses required for “Delivery Offered” and “Priority Required” How should we respond?**
A. These items are NOT applicable to this RFQ.
- Q. Do we need to submit a completed contract form as included in the RFP?**
A. At the time of submittal and evaluation of the RFQ, a completed contract is NOT required.
- Q. Historic Preservation – Are any of the buildings included in the scope of work listed on the National Register of Historic Places or otherwise architecturally protected or historically significant?**
A. None of the proposed buildings are listed on the NRHP. None of the proposed buildings to receive roof and masonry work are protected or historically significant.
- Q. Hazardous materials – Is it known if there are hazardous materials in any locations for which we may require a specialist on our team?**
A. The City has no knowledge of hazardous material on any of the proposed roof

replacement projects. Some existing roofs proposed to be replaced are over 25 years old and it is suggested that consultants have team members who are aware of roofing practices at that time.

Q. Are there any M/WBE goals or requirements for this contract?

A. The City of Quincy did not specifically ask for M/WBE in this RFQ however we ask that vendors make a good faith effort to provide adequate opportunities for M/WBE to participate in this contract.

Q. Other than Attachment A and the Standard Designer Application Form for Municipalities; are there any other forms in the RFQ to be submitted?

A. We ask that the vendor sign and include with their submittal all of the forms the City of Quincy provided/included in the RFQ document.

Q. Is it allowable to include additional relevant material in our submission in addition to the Standard Designer application Form and Attachment A?

A. Please submit the documents the City has requested/ included for signature in the RFQ. Additionally, it is up to the vendor to determine which documents it wishes to submit as part of its RFQ submittal.

Q. Will the City of Quincy choose more than one consultant?

A. The City of Quincy does not plan to choose more than one consultant.

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: _____