



City of Quincy, Massachusetts
Purchasing Department
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ADDENDUM NUMBER 1

RE: BID DUE : August 11, 2016 @ 11:15 A.M.

BID/RFP TITLE: On-Call Consultant – Design and Review Services

PLEASE NOTE:

The following questions have been asked by potential bidders:

Q1) In Section 1, you've requested a minimum of 3 firm or individual references. In Section 3, you've requested at least 3 agency or community references for on-call/as needed/task order projects. Do you prefer 6 different references, or can some or all be the same?

A1) 3 total is fine.

Q2) Do we need to be prequalified to submit on those services, or if we're selected for the On-Call contract for any of those services, is that considered to be "prequalification"?

A2) MassDOT Prequalification in a various discipline(s) is proof of prequalification for that particular discipline(s). The firm should also specify if they are not prequalified by MassDOT in a particular discipline(s) that the firm requests to be considered prequalified by the City for that particular discipline(s). If a firm is not pre-qualified by MassDOT for any particular discipline(s), then the firm should submit sufficient information for the City to consider prequalification of the firm in any particular discipline(s). It should be noted that only MassDOT prequalified firms are allowed to design a project for the City that will be built by MassDOT using State funds or State/Federal Transportation funds.

Q3) We are planning to propose on multiple service categories. Would the City prefer the lead engineer in each service category be licensed in Massachusetts, or is it acceptable that the Project Manager overseeing all proposed service offerings is licensed in Massachusetts?

A3) The project manager overseeing the proposed service must be a register professional engineer licensed by the Commonwealth of Massachusetts. Lead engineers in various disciplines that are also licensed by the Commonwealth of Massachusetts are preferred but not required.

Q4) The RFP references a link where we can download a sample contract that doesn't seem to work. Can you provide this contract or a link that works?

A4) Please disregard that reference to a link, it was a cut and paste error from a previous bid.

Q5) Page 6, Letter of Transmittal: The instructions say to include the names and backgrounds of all personnel who will be working on the contract from all firms, including subcontractors. Instead of listing this in the letter of transmittal, is it acceptable to provide summary qualifications of the Project Manager and make reference to the organizational chart and resumes in the following section, which covers the names and qualifications of all personnel on the team?

A5) Yes

- Q6) Page 13, Evaluation Criteria #6: For a highly advantageous rating it states that the firm has proposed a timeline for project completion which is ambitious and timely in nature. Can you specify what you are looking for since this is a task-order contract?**
- A6) We are looking for an example of how they would approach a task, showing methods used to coordinate work with successful methods they have used in the past to expedite the work in the interest of saving time.
- Q7) Our firm offers many of the services identified in the RFP in-house, and we also subcontract with firms to provide some of the additional services not performed in-house. Can you please clarify if the RFP should only include services provided in-house ONLY, or if subconsultant services should be included in our RFP as well?**
- A7) As explained on page 3; “A proposer may offer a proposal relative to one or more of the identified discipline. Each Proposal shall clearly be marked as to the type of discipline (s). Multidisciplinary firms capable of all such reviews are highly desirable. One contract may be awarded to a multidisciplinary firm capable of all elements of the review services, or a separate contract may be awarded for more than one discipline. In determining whether to award one or more contracts, the City of Quincy shall determine in each case which proposals best meet the interests of the City of Quincy.”
- Q8) Is it expected that responding firms provide all services listed under “Building Inspection Services” and/or “Mass DOT Prequalification Disciplines”; or are firms expected to select specific services listed under “Primary Categories” and/or “Environmental Specialty Services”? For example, is it expected that a firm provide a scope only for such services as Landscape Architecture, Construction Oversight, Wetlands – Delineation and Assessment, and Wetlands – Mitigation?**
- A8) Vendors should apply for one or more disciplines and submit qualifications for each discipline they wish to be considered for.
- Q9) For the “examples of the types of work or tasks successfully completed” in Section 3C, is the intent for each proposer to provide copies of prior work samples, such as presentations or reports, or would it be sufficient to instead provide a 1-page summary or project profile?**
- A9) Yes. Either one is fine.
- Q10) Assuming actual work samples are required, some may potentially be large in size. Would it be acceptable to provide these on CD, to save paper?**
- A10) Yes.
- Q11) Could firms responding to this RFP as prime consultant also submit as a subconsultant on another team?**
- A11) Yes
- Q12) Please clarify if subconsultants are also required to provide any of the City’s forms, such as Tax Compliance and Non-Collusion?**
- Q12) No.

Q13) Are firms allowed to submit proposals as a sub-consultant, supplementing services for another firm, in addition to submitting a proposal as the prime consultant?

A13) Yes

Q14) For the “MassDOT Prequalification Disciplines Primary Categories” – are those considered individual categories that the Consultant would choose from? Or could they be combined with a team of subconsultants?

A14) Consultants and consultant teams can choose one or more disciplines that they wish to be considered for. So, yes, the combined team, with sub consultants should choose the disciplines that they want the City to consider them to be prequalified for.

Q15) For “Professional Registrations” – does the Agency need licenses/certifications for all key personnel from every state they are licensed/registered in?

A15) The City only needs qualified key personnel that are licensed/registered in the Commonwealth of Massachusetts.

Q16) Page 7, “Documentation”, “C” – is the Agency requiring reference letters?

A16) No letters are necessary.

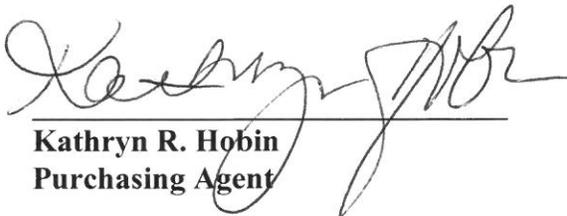
Q17) In review of Comparative Evaluation Criteria Part 4. Please clarify the term referenced as “sample submissions”. Is the RFQ requesting samples in the form of a past On-Call Design Submissions or a representative On-Call Peer Review Report performed?

A17) Applicants should submit a representative sample of an “on-call” peer review assignment to demonstrate their approach to a typical assignment. Applicants should provide enough detail for the City to evaluate how the applicant approaches a typical assignment.

****END OF ADDENDUM 1****

Thank you.

PLEASE ACKNOWLEDGE THIS ADDENDUM IN YOUR BID, AS IT IS NOW A PART OF THE BID.


Kathryn R. Hobin
Purchasing Agent