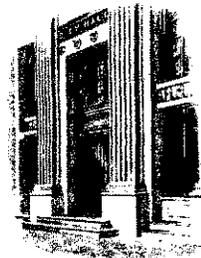




*City of Quincy*  
City Hall  
1305 Hancock Street  
Quincy, Massachusetts 02169  
*Purchasing Department*



ADDENDUM NUMBER 1

REQUEST FOR QUALIFICATIONS DATE: May 21, 2010 @ 11:00 a.m.

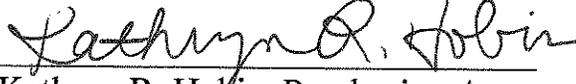
REQUEST FOR QUALIFICATIONS TITLE: DESIGNER SERVICES FOR THE JOHN R. MCINTYRE GOVERNMENT CENTER OLD CITY HALL

PLEASE NOTE THE FOLLOWING:

ADDENDUM TO BID DOCUMENTS INCLUDES THE FOLLOWING:

1. Answers to any/all questions received.
2. List of those who signed in as having attended mandatory walkthrough on May 14, 2010.
3. Standard Designer Application Form
4. Memo/Notes taken at the walkthrough

Thank you. PLEASE SIGN AND ATTACH IT TO YOUR BID, AS IT IS NOW PART OF THE BID.

  
Kathryn R. Hobin, Purchasing Agent

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

#1 Please advise on the required format for our submission (Open format or DSB Form).

Respondents are to utilize the "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005" as is required by M.G.L. chapter 7. Respondents are allowed to file supplemental materials.

#2 Please advise on the required quantity of copies of our submission.

The information sought is fully detailed in Section E of the Request for Qualifications on numbered page 4 of 19: "Seven (7) copies of the submission in response to this Request for Qualifications including the Fee Proposal Form, Attachment B, must be furnished to the City of Quincy Chief Procurement Officer, Kathryn Hobin for review by the selection committee to be appointed by her."

#3 Please advise if any electronic copies are required to be submitted in our package (PDF on CD).

Electronic copies are NOT required.

#4 Should Attachment B be executed (pages 15 and 16 of 19) and provided in a separate sealed envelope marked Fee Proposal (within our package) along with required forms noted on the unmarked page 2 of the PDF (sic) (assumed to be FRQ) solicitation? (i.e. non-collusion, tax compliance, cert. On debarment, signature authorization, proposal sheet 5 of 5, {sub-bidders N/A}, schedule of participation of minority and women owned firms)?

Numbered pages 1 through 19 inclusive are specific to the services contemplated pursuant to this Request for Qualifications. All pages preceding numbered page 1 of 19 are "stock" or "generic" documents utilized with all solicitations made by the City of Quincy, whether by RFQ, RFP, Bids, etc., and therefore there may be certain portions of the pages that are not applicable to an RFQ, particularly within those pages numbered Sheet 1 through Sheet 5 of the document entitled "Information and Instructions to Bidders".

The page numbered Sheet 5 of 5 of the Information and Instructions to Bidders, entitled "Proposal to City of Quincy, Massachusetts" is hereby stated to be non-applicable to this Request for Qualifications. Attachment B, the "Fee Proposal Form" as set forth on numbered pages 15 and 16 of numbered pages 1 through 19 of the Request for Qualifications should be utilized by all respondents.

Submission of Attachment B is not to be considered a separate price proposal as the fee for services is stated to be no more than \$50,000.00 The purpose of Attachment B is to inform the City of Quincy of the fees and expenses of a respondent in the event the scope of services are expanded.

As the solicitation document is a Request for Qualifications, and Attachment B is not a price proposal, all submission materials may be contained in one sealed envelope.

- #5 Please advise on required goals, if any, for participation of minority (MBE) and women (WBE) owned enterprises on this project. This will assist us in establishing our team of consultants.

The City believes the participation of minority and women owned enterprises to not be mandated for scope of the project as proposed at this time. Respondents are encouraged to voluntarily include WBE and MBE on their team.

On a separate note pertaining to the project and not the submission:

- A. Will re project require ACHP Section 106 Review?

The City believes the scope of services sought pursuant to this Request for Qualifications and the funding sources would not require ACHP section 106 review. However, the building is listed on the National Register of Historical Places and is located in a historic district and it is anticipated that the City will seek state and Federal earmarks and grant monies to fund the proposed work to the building. It is anticipated that such review will be required by the agencies involved in such funding.

- B. Has the building enclosure been assessed within the last 20 years? If so, are the reports available for review, preferably in PDF format?

The City is unaware of any such survey or assessment having been conducted.

- C. How is the building heated and cooled currently?

The historic building is heated by a gas fired steam system. Presently only the second floor council chamber has air conditioning. This a/c system has two air handlers in the attic with ground level exterior condenser units. Window a/c units are seasonally installed.

- D. Is it the desire of the City to develop a zero energy building (ZEB) and/or net negative carbon footprint?

No.

E. Is it the desire of the City to establish a baseline energy evaluation of the facility as part of the schematic scope of work?

Yes.

F. Is it the desire of the City to register this project with the USGBC/LEED for EB Certification or International Living Building Institute (ILBI) Standard v@.0 post construction certification?

No.

- #6 Describe the anticipated scope of work: interior vs. exterior improvements, building systems vs. finishes, renovations vs. addition, accessibility and code upgrades vs. functional modifications.

The information sought is fully detailed in Section D of the Request for Qualifications on numbered page 3 of 19 together with Attachment A to the Request for Qualifications. The gathering of information beyond that which is provided is the very purpose of the activities to be undertaken by the selected consultant. The information contained in the RFQ implicates code compliance issues and building systems. There was no discussion of and addition to the 1844 historical building and one is not likely. Accessibility needs, i.e., new elevator and bathroom construction, are addressed in Attachment A.

- #7 What is the fee for the intended Study? As your document is an RFQ, the architect selection process must be qualifications – based rather than fee based. Please confirm.

The City of Quincy is aware that the successful consultant if any, is to be selected based upon a qualification basis rather than cost basis. Section H of the Request for Qualifications on numbered page 11 of 19 states that the fee for services shall not exceed \$50,000. Attachment B states that “Total fee proposal, including professional fees and expenses shall not exceed \$50,000. The City of Quincy reserves the right to negotiate the fee of the selected consultant not to exceed \$50,000.”

- #8 The RFQ states that “detailed specs are available on file.” What is included in those specs? Building original drawings, and if so, which ones? Are there prior studies on the building?

Numbered pages 1 through 19 inclusive are specific to the services contemplated pursuant to this Request for Qualifications. All pages preceding numbered pages 1 of 19 are “stock” or “generic” documents utilized with all solicitations made by the City of Quincy, whether by RFQ, RFP, Bids, etc., and therefore there may be certain provisions on or portions of these pages that are not applicable to an RFQ, particularly within those pages numbered Sheet 1 through Sheet 5 of the document entitled “Information and Instructions to Bidders”. There are no detailed specifications on file.

There are no original drawings available to the 1844 historical building. Original drawings are available to the 1970 annex. There are no known prior studies of the building.

#9 The entire RFQ seems to be a document written for General Contractor and bids, rather than for Architectural services. References to Bonds, Subcontractors, Samples, Brand Names, etc. Is this the contract the City intends to use for the work?

Numbered pages 1 through 19 inclusive are specific to the services contemplated pursuant to this Request for Qualifications. All pages preceding numbered page 1 of 19 are "stock" or "generic" documents utilized with all solicitations made by the City of Quincy, whether by RFQ, RFP, Bids, etc., and therefore there may be certain portions of the pages that are not applicable to an RFQ, particularly within those pages numbered Sheet 1 through Sheet 5 of the document entitled "Information and Instructions to Bidders".

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Numbered pages 1 through 19 of the Request for Qualifications clearly set forth this document as a Request for Qualifications and it clearly states that the City of Quincy seeks designer/engineering services.

The second page of the document, entitled "Detailed Specifications and Requirements" clearly states that 5% bid bonds and 100% performance bonds are not required.

#5 What are your required A/E insurance coverages and amounts?

The City of Quincy is unaware of any "A/E insurance coverages and amount." To the extent that the party inquiring intends to make inquiry with regard to E/O or errors and omissions coverages for Architects and Engineers, the same is addressed in numbered item 8 of section E "Qualifications of Consultant" and under Article 5 - Insurance Requirements of the draft contract set forth on numbered pages 17, 18 and 19 of numbered pages 1 through 19 of the Request for Qualifications.

To further address the question of errors and omissions coverage for the selected consultant, it is hereby stated that the selected consultant shall be required to carry errors and omission coverage running to the benefit of the City of Quincy in an amount of not less than \$1,000,000 per claim and in the aggregate.

Further, it is hereby stated that the term "required insurance coverages" as utilized in numbered item 8 of section E Qualifications of Consultant of the Request for Qualifications shall be read to have the following meaning:

“The consultant will, at its own expense, maintain and keep in force all insurance required by law for its employees; including Disability, Worker’s Compensation, Unemployment, and public liability insurance, at least as herein after set forth so as to protect it and the municipality from claims for personal injury and property damage for the duration of the project.

A comprehensive general liability insurance policy with the following limits of coverage: Bodily Injury, One Million Dollars (\$1,000,000.00) each occurrence, Property Damage, Five Hundred Thousand Dollars (\$500,000.00) each occurrence and One Mill Dollars (\$1,000,000.00) aggregate of all claims per occurrence, Errors and Omissions coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, all running to the benefit of the City of Quincy as a loss payee.

The insurance shall be issued by an insurer who is licensed and authorized to do business in the Commonwealth of Massachusetts.



*Handwritten notes:*  
5-14-10  
page 183

City of Quincy, Massachusetts  
Thomas Peter Koch, Mayor

Request for Qualifications

Designer Services

James R. McIntyre Government Center  
Old City Hall

Mandatory Briefing Session and Walk  
Through  
May 14, 2010 11:00 am

Sign In Sheet

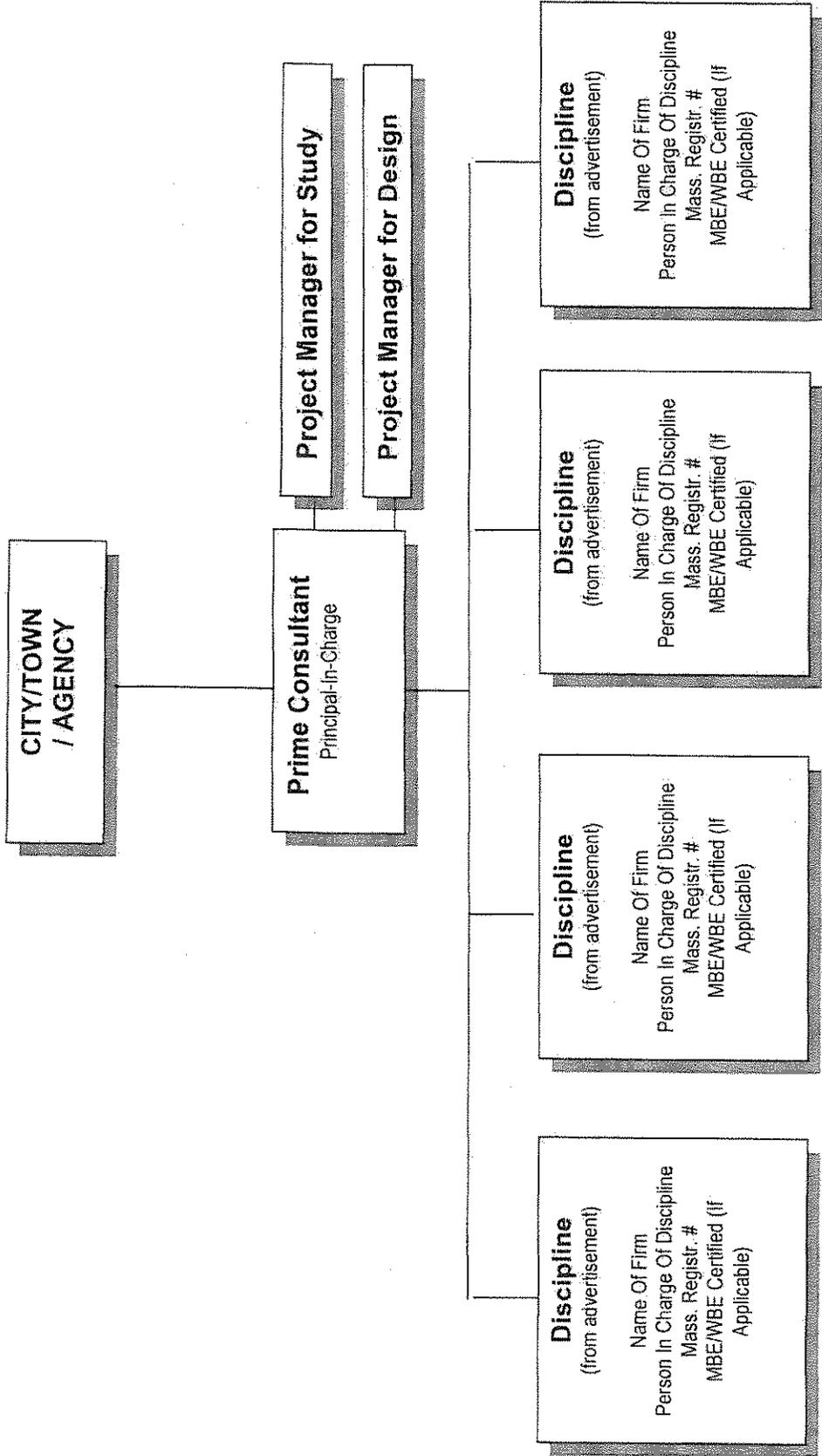
*Handwritten signature*  
 5/14/10  
 Page 2 of 3

Firm Joint Venture Name	Address	Signatory's Name
JOHNSON ROBERTS ASSOCIATES INC	15 PROFFER WAY, SOMERVILLE, MA 02145	PHILIP O'BRIEN
B. GOBA + ASSOC.	92 H76H ST MEDFORD MA 781-395-2827	Ryan D. Hayward
Mendras, Torrey & Spencer, inc	123 N. Washington ST BOSTON, MA 02114 617-227-4772 x103	DAVID W. TORREY AIA
JS ARCHITECTS	184 MYRTLE ST. MANCHESTER, NH 03104	ANDREW HATCHER
VJ Associates	992 Great Plain Ave. Needham MA 02420	Caroline Fitzgerald
DURKEE, BROWN, VIVIEROS & WIERENFELS	111 CHESTNUT ST. PROVIDENCE, RI.	SCOTT SANCOMB
NOBIS ENGINEERING	585 MIDDLESEX ST 978-337- LOWELL, MA 01851 8873	JOHN L. HAAS
Mendras, Torrey & SPENCER	122 No. Washington St. Boston, MA 02114	Lynn Smiledge 617-227-1477 #109
BAKER WOLF ARCHITECTS	132 LINCOLN STREET BOSTON, MA 02111	DAREK HORAK
MCGINLEY KALSOB & ASSOC.	32A BROADWAY SOMERVILLE, MA 02145	DOUGLAS MANLEY
Mac RITCHIE ENGINEERING INC	197 QUINCY AVE BRAINTREE, MA 02184	BRUCE MacRITCHIE
P&S CONSULTING, INC	125 GREENLEAF ST QUINCY, MA 02189	RICHARD PETERSON
CSI ENGINEERING	999 BROADWAY Suite 206 SAUGUS MA 01906	DAVID MAHONEY
"	"	Keith Cannizzaro
"	"	James O'Brien
HOLMES & EDWARDS INC	26 CHESTNUT ST QUINCY 02169	JAMES EDWARDS
Simpson Gumpertz & Heger	91 Syon St Waltham MA	David Bliss
Bergmann Hendrie + Archetype	300 A Street Boston, MA 02210	Jack Glassman
CBI CONSULTING INC.	250 DORCHESTER ST BOSTON MA 02127	STEVEN WATCHORN





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.



<p>7. Brief Resume Of <b>ONLY</b> Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To <b>ONE</b> Person Per Discipline Requested In The Advertisement. 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.</p>	
<p>a. Name And Title Within Firm:</p>	<p>a. Name And Title Within Firm:</p>
<p>b. Project Assignment:</p>	<p>b. Project Assignment:</p>
<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides:</p>	<p>c. Name And Address Of Office In Which Individual Identified In 7a Resides:</p> <p>MBE <input type="checkbox"/></p> <p>WBE <input type="checkbox"/></p>
<p>d. Years Experience: With This Firm: _____ With Other Firms: _____</p>	<p>d. Years Experience: With This Firm: _____ With Other Firms: _____</p>
<p>e. Education: Degree(s) /Year/Specialization</p>	<p>e. Education: Degree(s) /Year/Specialization</p>
<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p>	<p>f. Active Registration: Year First Registered/Discipline/Mass Registration Number</p>
<p>g. Current Work Assignments And Availability For This Project:</p>	<p>g. Current Work Assignments And Availability For This Project:</p>
<p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p>	<p>h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):</p>

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 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 Relevant Experience)	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.

Sub-Consultant Name:

	a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number, Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)		Fee For Work For Which Firm Was/Is Responsible
					Construction Costs (Actual, Or Estimated If Not Completed)		
(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.					
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 (Actual, Or Estimated If Not Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract





City of Quincy  
Public Buildings Dept.

Thomas P Koch  
Mayor

Gary J Cunniff  
Director

**MEMO**

Date: 14 May 2010

To: Paul Hines – Assistant Solicitor / Kathryn Hobin - Director of Purchasing  
Company: City of Quincy -- Solicitor's Office (of special projects) / Purchasing Dept.  
From: Gary J. Cunniff - Director Public Bldgs  
RE: CITY HALL RENOVATIONS Project

Listed below are the responses and key points to questions raised at the RFP / consultants meeting on May 14<sup>th</sup> at City Hall.

\*\*\*\*\*

Transition from new work to historic structure shall be as seamless as practically possible.

Restore as much of City Hall as possible, replace with new only where hidden and restoration is not possible.

Consider the likelihood of adding a passenger elevator in the building.

Existing drawings are unavailable.

Scope of the work includes any system / utility that may need to be fed / connected from the either the new or old wing of City Hall. Upgrade to current code requirements.

Include an historical survey of the building elements to determine what is original and what has likely been altered or added.

Consultants are required to use the Designer Selection Board ( DSB) format. Supplemental info, and/or pages are allowed, there is no restriction on quantity.

ACHP requirements – since local funds will be used for this early phase of the design neither ACHP requirements nor Sec. 106 of the \_\_\_\_\_ are required. These requirements will likely be required at later stages of the design and construction work.

In the past both MHC and CPC monies have been used to accomplish work in City Hall.

The last major work in the City Council chambers was approx. in 2000/2001 including installation of attic mechanical equipment.

During construction of the proposed renovations offices and personnel would be relocated from the building. The City would undertake coordination of the relocation.

Mechanical, electrical (including telcom.), and plumbing ( MEP ) upgrades will be a part of the package.

A six ( 6 ) week time frame has been deemed suitable to get this work accomplished.

Seven copies of the consultants proposal shall be submitted to the City.

There is a \$50,000. cap on the fee for this preliminary phase of study.

The future use of this building will be as a City Hall, with the option to use the council chambers for additional public meetings.

It is the intent to restore the city council chamber to its original width and to restore the balconies and gallery areas.

Consultants should plan on some presentation / review by interested community groups

Contact after award of the contract shall be with Gary Cunniff / Public Bldgs. Dept. and Joseph Shea / City Clerk and possibly a meeting with a yet to be formed building committee and/or OPM.

Interior space planning shall be a part of the consultants scope of work.

It is the intent to waterproof the exterior of the foundation to improve the conditions in the basement and allow for some work space as well as some storage space.

A list of attendees at the walk-thru is available on-line at the City's website, by clicking on the Purchasing Dept. and then clicking the current list of projects for bid.

\*\*\*\*\*

**To the best of my knowledge and belief these are the City's responses to concerns raised by consultants attending the pre-RFP meeting and walk-thru.**