



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

TO: All Bidders
FROM: City of Cambridge
DATE: March 27, 2013
RE: File No. 6061 – Request for Proposals for Architectural House Doctor Services - Addendum No. 2

Please remove page 3 and insert the updated copy attached.

All other details remain the same.



CYNTHIA H. GRIFFIN
PURCHASING AGENT

Addendum No. 2



contract is executed, or this RFP is cancelled, whichever occurs first. The City reserves the right to reject any and all proposals, or portions thereof.

ADDENDA

Addenda will be mailed by the Purchasing Agent only to those persons who were issued a copy of the RFP by the Purchasing Department. The Purchasing Agent may elect to issue any addendum by either regular U.S. mail or by fax.

INCORPORATION BY REFERENCE

The following documents are incorporated by reference into this RFP as if fully rewritten herein: the advertisement for the RFP, the City of Cambridge Designer Selection Procedures, M.G.L. c. 7, §§38A 1/2 through O, and M.G.L. c. 149, §44C.

GENERAL TERMS AND CONDITIONS

The Agreement for this project will be between the City and the successful applicant and will be administered by the department designated in the advertisement.

The general terms and conditions of the Agreement between the City and the successful applicant are set forth in the attached Agreement which is incorporated by reference herein. The bidder must be willing to sign the City's contract. The city will not accept a bidder's terms and conditions.

SELECTION CRITERIA

The selection of the finalists will be based, at minimum, on the following criteria: prior similar experience; past performance on public and private projects; financial stability; and identity and qualifications of the consultants who will work with the applicant on the project, including professional registration when required.

SELECTION PROCESS

All proposals will be reviewed by the Designer Selection Committee ("the Committee"). The Committee will select a minimum of three (3) applicants to be interviewed ("the short list"). The Purchasing Agent will notify all applicants of the names of the applicants selected for the short list.

The short-listed applicants will be notified, either by mail, fax, or telephone, of the date, time and place for their interviews and any other pertinent information related thereto.

Within a reasonable period of time after the last interview, the Committee will forward to the City Manager its recommendation of the final ranking of the short-listed applicants. The City Manager may, at his sole discretion, interview any of the finalists.