

City of Cambridge

PURCHASING DEPARTMENT

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Amy L. Witts
Purchasing Agent

To: All bidders

From: City of Cambridge

Date: November 26, 2014

Re: File No 6655- Request for Proposal Consulting Services to conduct a study on market rate housing and need for affordable housing in Cambridge - Addendum No.1

The following questions were submitted and answered:

Question

What are the budgetary resources that have been allocated for this assignment? Please let us know the City's budget for this project so we can prepare a responsive proposal for the work.

Answer

The funds for the study will be provided by the Cambridge Affordable Housing Trust. The study must be completed as expeditiously as possible and is expected to take between three to a maximum of five months. Funds for the study are limited, but the City expects the consultant's proposed budget to be cost effective but adequate to accomplish the tasks described in the Scope of Services with sufficient detail to provide justification for any policy changes.

Question

Timeline: The RFP suggests that the City is interested in expediting this study in order to consider the recommendations as soon as possible. Are there any specific time considerations of which the bidding parties should be aware (key meeting dates or parallel policy making schedules)?

Answer

There are no specific deadlines but, as stated above, the City is interested in the completion of the study as quickly as possible. The study is expected to take from between three to a maximum of five months.

Question

Data Availability- What data sets does the City currently have or have access to that can be made available to the consultant? These might include (a) current affordable rental inventory, (b) current market rental inventory, and (c) pipeline of approved building permits for either market or affordable housing.

Answer

The City will provide data on the current affordable rental and market rate rental inventory and the pipeline of projects that are being permitted or are under construction to the successful bidder.

Question

Access to non-City data. With respect to data sets that may be developed or maintained by others:

- a. Is the Consultant expected to identify and access these?
- b. If such data sets exist but are proprietary and access to them must be purchased, will the City pay for this cost directly, expect the Consultant to pay it, or allow the Consultant to do without such data set?

ADDENDUM NO. 1

Answer

- a. The Consultant is expected to identify and access any outside data sets that are needed to complete the study.
- b. If an outside data set is needed to complete the study and must be purchased, the Consultant is expected to pay for it.

Question

Level of supply-demand granularity. The Scope references analysis and quantifications of supply and demand. At what level of granularity does the City seek information? Aside from the City as a whole, the granularity could be by (a) geography (e.g. neighborhood area), (b) tenant suitability type (e.g. elderly, disabled/supportive housing required, large family), (c) time dimension (current, year by year for the next (say) five years). (d) Affordability (e.g. regulated or market, projected rent or income levels), (e) household income targeting (e.g. Extremely low income, Very low income, LIHTC eligible, Low Income, Moderate Income (80-95%AMI), or workforce housing (95%-120%), (f) employment status (e.g. whether employed by the City of Cambridge, some cities such as Boston impose residency requirements on some or all of their municipal employees), or (g) combinations of these?

Answer

The City is seeking city-wide, not neighborhood, information, analysis of affordable and market rate housing, information for households below 80% and middle income households (80%-120%). The consultant will need to consider household size in order to analyze the potential of providing larger units. Employment is not a part of this study.

Question

Off –campus student housing. To what extent does the City expect the Consultant to consider the potential expansion of the enrollment of Cambridge – based institutions of higher learning, and their expansion (or not) of their dormitory and student rental facilities, in estimating supply and demand?

Answer

The Consultant may consider the impact of off-campus student housing in their analysis, if appropriate to the approach, but does not need to analyze university plans for expansion in enrollment or dormitories.

Question

Expanded application for certain developments- The Scope describes examination of certain development which take advantage of increases in density. Does this question refer to potential unspecified new developments, or to developments for which applications are pending before the City now? If the latter, how may such developments are to be analyzed?

Answer

This refers to unspecified new developments that may take advantage of additional density, and, if appropriate, also include additional inclusionary provisions.

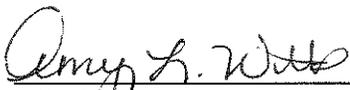
Question

Post delivery presentations. The Consultant may be requested to present findings; are the Consultants costs of making such post-delivery presentations to be paid separately, or should they be included in the pricing for this proposal?

Answer

Post delivery presentation costs should be included in the price proposals submitted.

All other details remain the same.



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