



City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

To: All bidders
From: City of Cambridge
Date: December 11, 2014
Re: File No 6657- Municipal Facilities Improvement Plan RFQ-Addendum No.2

Please see the attached the sign-in sheet, agenda and presentation "slides" presented at today's pre-submission conference.

All other details remain the same.

Handwritten signature of Amy L. Witts in cursive script.

AMY L. WITTS
PURCHASING AGENT

ADDENDUM NO. 2

Request for Qualifications: Municipal Facilities Improvement Plan (File #6657)
Public Works Department

Pre-Submission Meeting
December 11, 2014

Name	Firm	Mailing address	Email address
BARRY GIORGI	CDM Smith	CAMBRIDGE, MA 60 HAMPSHIRE ST	giorgib1@cdmsmith.com
Ellen Katz	DPW		ekatz@cambridge
Alexandra Corwin	DPW	147 Hampshire	acorwin
Quen O'Rourke	DPW	147 Hampshire	oorourke@CAMBRIDGE.MA.GOV
Tim Boughner	DPW		tboughner@CAMBRIDGE.MA.GOV
Paul Lyle	DPW	147 HAMPSHIRE	plyle@Cambridge.ma.gov
BALRAM CHAMMALIA	BTAC	5 MIDDLESEX AVE, STE 400 SOMERVILLE, MA	BALRAM E BPLV@BTAC.COM
Kelley McGill	Linnean Solutions	11 Stearns St. Cambridge.	Jim@linnean Solutions.com
Kristen von Hoffmann	School Dept.	456 Broadway Cambridge MA	Kvnhoffmann@CPSD.MA
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MICHAEL J. BUACK	City	795 MASS AVE CAMBRIDGE MA	mblack@Cambridge.ma.gov

Municipal Facilities Improvement Plan
Pre-Submission Meeting
December 11, 2014 9:00 a.m.
Public Works Frazier Conference Room, 147 Hampshire Street

AGENDA

1. Introductions/Sign In Sheet
2. Project Overview
3. Overarching Priorities
4. Review Components of RFQ and Deliverables

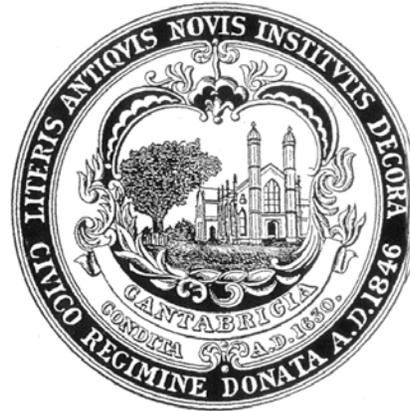
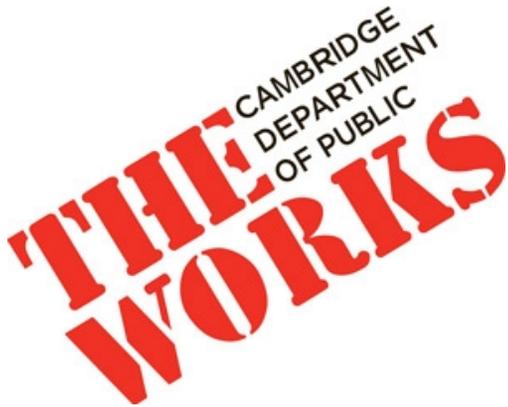
Planning:

- Performance Metrics and Goals
- Needs and Conditions Assessment
- Benchmarking
- Capital Improvement Plan
- Financing, Project Management, and Contract Structures
- Municipal Facilities Greenhouse Gas Emissions Reduction Plan
- Feasibility Report for City Hall Annex
- Building Needs Assessment for the Kennedy Longfellow School.
- Communication Plan

Design:

- Plans and specifications for Phase I improvements at City Hall Annex
- Design improvements arising out of the building needs and condition assessment of the Kennedy Longfellow School.

5. Project Timeline
6. Vendor Qualifications and Experience:
7. RFQ: No discussion of price in initial submission
8. Review of Appendices
9. Solicitation Timeline
10. Additional Solicitation Information



Municipal Facilities Improvement Plan

Public Works Department



December 11, 2014

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1. Introductions/Sign In Sheet

2. Project Overview

Capital improvement plan for 41 municipal building facilities

Goal: High-performing facilities

3. Overarching Priorities

- Environmental sustainability
- Climate resiliency
- Historic preservation
- Accessibility
- Integrated, whole-building planning, design and operations
- Stakeholder collaboration

4. Components of RFQ and Deliverables

Planning:

- Performance Metrics and Goals
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5. Project Timeline

Needs and condition program development	■	■						
Needs and condition assessment		■	■	■				
Greenhouse Gas Emissions Reduction Plan				■				
CIP report - preliminary				■				
Capital Improvement Plan				■	■			
City Hall Annex evaluation report and plan		■	■					
City Hall Annex Phase I project(s) design and construction			■	■	■	■	■	■
CIP report - final								■
Months	3	6	9	12	15	18	21	24

6. Vendor Qualifications and Experience:

- Integrated facilities design and management
- All major facilities-related disciplines, including, but not limited to:
 - building envelope
 - life safety
 - engineering systems (MEP)
 - building maintenance
 - sustainable and 'green' design
 - accessibility
 - occupant comfort issues
- Capital needs assessment and prioritization
- Federal, state and local laws and regulations
- Mass. public procurement laws
- Whole Building Design (WBD), lean construction, Integrated Project Delivery (IPD), and Strategic Facilities Planning (SFP) systems
- Communications skills: lead workshops, introduce concepts of integrated facility project design and management; engage disparate perspectives and build consensus.

7. Request for Qualifications:

No discussion of price!

8. Review Appendices (Separate downloadable zipfile)

[List of Appendices:](#)

Appendix B City Resources

Appendix C Integrated Facilities Program

Appendix D City Hall Annex

Appendix E Kennedy Longfellow School

9. Solicitation Timeline

November 24, 2014	RFQ issued
December 11, 2014	Pre-submission meeting
December 16, 2014, 5:00 p.m.	Deadline for receipt by City of all questions and inquiries via mail, facsimile, or email
December 23, 2014	Anticipated date for City's responses to proposers' questions to be posted on City website
January 15, 2015, 11:00 a.m.	Responses due
February 20, 2015	Selection (estimated)*
March 4, 2015	Execution of Contracts (estimated)

*City reserves the right to interview a minimum of three (3) proposers at its discretion.

10. Additional Solicitation Information

A. City encourages minority firms to apply/subcontract – Purchasing Dept can assist

B. FIRM due date

C. Incomplete submission → rejection

D. Sustainability: Minimize use of plastic dividers, vinyl sleeves, etc.