



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: August 12, 2015
RE: File No. 6958 – Request for Proposal: Real Estate Development Review Services

The following questions were submitted and answered (1 – 4).

Question

1. The Contract appears to run for a two year period; what is the anticipated start date?

Answer

We anticipate a start date in October 2015. The contract is for one year with two one-year options to renew at the sole discretion of the City.

Question

2. Is there a sense of how many hours a week/month are required based on the current volume of permits?

Answer

The work will be on-call as needs arrive, and thus will vary month to month. The contract price will not exceed \$50,000.00 for year one and each subsequent year.

Question

3. Is there a sense of how many day time/evening meeting will be required?

Answer

The workload and type will vary throughout the year depending on the complexity of development proposals and analyses needed. A typical task may require three to four daytime meetings either in-person or via conference calls; and two to three public meetings which are generally held in the evening and would require in-person attendance.

Question

4. Will the consultant be asked to speak at public meeting or just prepare memorandum or both?

Answer

The consultant should be prepared to both prepare memorandum and speak at public meetings, but expectations will vary based on the task assigned.

Questions are now closed; All other details remain the same.


AMY L. WITTS
PURCHASING AGENT

Addendum No. 1