



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: April 19, 2016

RE: File No. 7221 – Request for Qualifications for Design Services of Multi-Building Department Relocation Master Plan- Addendum No. 1

Please make the following modifications to the RFQ:

1. Page 8, Section III Proposal Submission Requirements #3, delete "The applicant shall include a Library and Pool consultant with their initial submission"
2. Page 8, Section III Proposal Submission Requirements #4, delete
3. Page 9, Section IV Evaluation Criteria #1, replace the word "school" with "municipal"

All other details remain the same.



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Addendum No. 1

SECTION III: PROPOSAL SUBMISSION REQUIREMENTS

1. Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2014 (attached).

2. A list of at least three entities, of which two must be in the public sector, for which you have conducted similar designs of school for the grades identified including renovation and new construction. Please include the name and telephone number of the contact person at each, the year of the contract, and the nature of the project. These contacts shall serve as references. Also, include no less than three personal references of the key members assigned to the project, also from former clients. Such references will be used to determine an offeror's responsibility. It is very important that these references contact numbers are accurate as the City of Cambridge shall be contacting these references. If there is no person at the number or no one returns our call then you firm will not have these needed references.

3. Resumes of key staff who will be assigned to this project, with a description of responsibilities. Identification of additional consultants needed for the duration of the project is important.

~~The applicant shall include a Library and Pool consultant with their initial submission.~~

~~4. Resumes of key staff who will be assigned to project, with a description of responsibilities including background, certification and experience in urban design).~~

45. A signed Truth in Negotiations Certificate

56. A completed CORI Form

67. A signed Anti Collusion/ Tax Compliance Form

SECTION IV: EVALUATION CRITERIA

The purpose of information requested in this section is to assist the City in evaluating the offeror's overall qualifications, including its methodologies and technical abilities, and previous experience.

1. **Experience and design approach** demonstrated both by the firm and the proposed design Team in conducting community processes, and the design of similar ~~school~~ municipal buildings in a tight urban environment. The proposal shall include references to other school projects the Design team has completed together in the past.
2. **Quality of work**, as determined by references from other school projects on which the firm and consultants have worked together on. How the Design Team is managed so that the design is properly coordinated before it is placed out to bid is a major consideration for the City of Cambridge. How the Design Team approaches the project to determine the best way to integrate programming, stay within budget, and manage cost control during the design phase will be evaluated as well.
3. **Professional registrations**: The firm has the professional licenses required to execute this Project.
4. **Design Team/Consultants**: The qualifications and track record of each member of the design team and key consultants will be rated as well. Offeror's shall identify qualifications of team members and consultants who will work on this project, including professional registrations when required. It is very important to the City of Cambridge that Design team members submitted are the staff members who will be working on the project if selected. The availability of each key team member must be adequate to support project coordination and the design schedule. The Architect and Consultants shall be required to present their cost analysis system of evaluating change orders. The type of Industry standard software do the MEP consultants use to evaluate change orders should be identified. The design team must be able to demonstrate the ability to effectively use Building Information Modeling (BIM) as tool for the design of this project. The ability to show how BIM has been used effectively on your past projects is of great interest to the Selection Committee.
5. **Capacity to perform**: The firm(s) capacity to undertake this project in a timely manner to meet the City of Cambridge schedule. This evaluation will be based on the size of the firm gauged against the number and size of current projects.