



# 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 26, 2016

**RE:** File No. 7221 – Request for Qualifications for Design Services of Multi-Building Department Relocation Master Plan- Addendum No. 3

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**The following questions were asked and answered:**

**Question:** The RFQ response requirements noted on **page 8, Section III, number 2** asks for a list of 3 projects with references, can the projects in Section 8a of the DSB form serve this purpose? Do you want 3 references for all proposed personnel, or just the submitting firm? Assuming it is just the submitting firm, can the remaining reference information for key team members be addressed in Section 10 of the form?

**Answer:** Firms may use the same projects listed in Section 8a for the page 8, Section III, number 2 reference piece. Please follow the instructions on page 8 which state “Also, include no less than 3 personal references of the key members assigned to the project, also from former clients.” The required minimum number of references required must be submitted with the proposal, and the DSB form must be complete. It is up to firms to determine how to organize the information for submittal.

**Question:** The RFQ response requirements noted on **page 8, Section III, number 3** asks for resumes. Resumes will be provided in the DSB form. Is it necessary to provide a 2nd set of resumes if all the information requested is provided in the form? Do you want description of all proposed personnel and their roles and responsibilities, or just the submitting firm?

**Answer:** It is not necessary to submit a second set of resumes, so long as resumes for all personnel that will be assigned to this project are included in the proposal. All proposed personnel should be identified along with their roles and responsibilities in the project should the firm be awarded the contract.

**All other details remain the same.**

A handwritten signature in cursive script, appearing to read "Amy L. Witts", is written over a horizontal line.

**Amy L. Witts  
Purchasing Agent**

**Addendum No. 3**