



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: July 21, 2016

RE: File No. 7316 -- Request for Qualifications for Architectural and Interior Design House Doctor Services- Addendum No. 1

The following questions were asked and answered:

1. **Question:** Is it a requirement that just the primary firm sign the "Agreement for Designer Services between the City of Cambridge and the Designer" or will the sub-consultants need to sign this as well?

Answer: It is a requirement that just the primary firm sign the "Agreement for Designer Services between the City of Cambridge and the Designer."

2. **Question:** The Architectural and Interior Design House Doctor Services RFQ response requirements noted on page 7, Section III (Proposal Submission Requirements), number 3 asks for resumes of key staff who will be assigned to the project. Resumes of team members will be provided in Question 7 of the DSB Form. Is it necessary to provide a 2nd set of resumes if all the information requested is provided in the DSB form?

Answer: No

3. **Question:** When you state 'Library Design', do you require an architect/interior designer that specializes in library design or an architect/interior designer with library design experience?

Answer: This requirement could be fulfilled by professionals who include a consultant on their team that can demonstrate library design experience through representative projects and qualifications.

4. **Question:** Since we are out of state, are we required to have CORI checks completed on all employees in order to be considered for the RFQ 07316?

Answer: No, neither the City's CORI Ordinance, nor the City's CORI Policy require CORI checks. Please read the policy. The CORI Compliance Form must be completed in order to be awarded a contract.

5. **Question:** We were wondering if it would be allowable to add an additional Project Experience/Expertise section - in addition to the 6 items listed in Section III: Proposal Requirements, or are we limited to the 6 pages in Section 10 of the DSB Form?

Answer: Yes you are allowed to add more

6. **Question:** On page 3, the last two paragraphs under "Selection Process" refers to negotiating a specific fee. Is this meant to be for individual projects after the House Doctor contract is awarded? It is not clear how a fee can be negotiated for the base contract that is not project specific

Answer: Please see more detailed explanation on page 4 last paragraph.

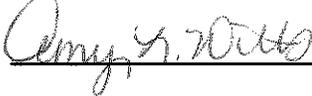
7. **Question:** May we use Cambridge personnel with whom we have worked with as references, or would you prefer references from clients other than Cambridge personnel?

Answer: You can use Cambridge personnel as references but should provide others as well.

8. **Question:** If the person doing the cost estimating and/or construction administration is a general contractor, would they be precluded from bidding on the general construction work.

Answer: Yes

All other details remain the same.



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Addendum No. 1