



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: October 5, 2016

RE: File No. 7376 –Request for Proposals for Retail Strategy Consultant, Addendum No. 3

The following questions were submitted and answered:

Question

Point of clarification, When the RFP refers to “each” of the commercial districts- does this mean the eight formally designated districts as defined by the City as follows? Central Square, East Cambridge, Fresh Pond/Alewife, Harvard Square, Huron Village/Observatory Hill, Inman Square, Kendall Square, Porter Square?

Is the expectation that the consultant will perform retail leakage analysis for each district or for Cambridge?

Answer

The expectation is that the consultant(s) will analyze aspects of each of the 8 commercial districts (e.g., Central Square, East Cambridge, Fresh Pond and Alewife, Harvard Square, Huron Village and Observatory Hill, Inman Square, Kendall Square, and Porter Square and North Massachusetts Ave) separately and as they relate to the Cambridge retail environment overall. It is the expectation that a leakage analysis be completed for Cambridge overall, but not for each district.

Question

Whether companies from outside USA can apply for this? (Like from India or Canada)

Answer

Yes, as long as they meet all Federal, State and local requirements for working in the U.S.

Question

Whether we need to come over there for meetings?

Answer

It is expected that the consultant will be regularly attending meetings in-person with the city staff. In addition, it is expected that the consultant(s) will be conducting regular in-person meetings with stakeholders, such as business association members, businesses, council members, etc. therefore a significant portion of consultant time will be spent working in Cambridge.

Question

Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer

Compiling of data and writing of reports can be done offsite/outside of the City. However it is expected that the consultant(s) will be conducting regular in-person meetings with stakeholders, such as business association members, businesses, council members, etc. therefore a significant portion of consultant time will be spent working in Cambridge.

Question

Can we submit the proposals via email?

Answer

No, proposals may not be emailed. Please follow the directions referenced on page one of the Request for Proposal.

Question

Does the City have a proposed budget limit for consultant services associated with this scope of work that respondents should adhere to? If so, can you share this amount?

Answer

The City has an estimated budgeted amount of \$50,000.00.

All other details remain the same. All questions and answers are closed.



**Amy L. Witts
Purchasing Agent**