



City of Cambridge

PURCHASING DEPARTMENT

Elizabeth Unger
Purchasing Agent

COLEEN CASELLA
Assistant Purchasing Agent for
Goods & Services

NATALIE M. SULLIVAN
Assistant Purchasing Agent for
Design & Construction

TO: All Bidders
FROM: City of Cambridge
DATE: December 10, 2018
RE: File No. 8316 – Request for Qualifications for Universal Playground Design -
Addendum No. 1

The following questions were asked and answered:

Question: Is there any potential for our firm to do design review and potentially provide data on user experience to inform the design of the playground through a participatory process?

Answer: The City is only seeking to award one contract as a result of this request for qualifications for Universal Playground Design.

Question: Based on the language in the RFQ, our interpretation is that no separate fee proposal is to be included with the RFQ response; instead, a fee proposal will be requested from the selected applicant(s). Please confirm.

Answer: Correct

Question: Section IV, Proposal Submission Requirements, requests the Standard Designer Selection Application for Cities and Towns, and says "attached" but no DSB form was included. Should we use the "Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction – Updated July 2016"?

Answer: DSB form was inadvertently omitted. DSB form is attached to the addendum.

Question: Is a Sub-Consultant Acknowledgment requested from subconsultants?

Answer: No

Question: Section IV does not include any information beyond the DSB form, references, and resumes; is the list of sections in Section IV meant to be a limitation, or should we include additional material specifically to address Evaluation Criteria 2, 3, and 6 in additional sections?

Answer: No additional material will be accepted.



Question: The requested project team does not include site survey, but the Sample Contract includes surveying and testing in the Basic Services. Does the City already have a topographic survey of the project area available, or will one be needed as part of the scope of services?

Answer: Please include as part of the scope of services.

Question: Under "Location" - is the City requesting that the project team's LSP, and/or environmental engineering professional, already be familiar with the site, or is the City requesting that our team be prepared to work with the City's LSP? If the former, is there a way that the City can identify firms that have done prior work on Danehy Park that you would consider to meet this criterion?

Answer: The City's request is as stated in the bid documents

Question: We have several questions about the Sample Contract, which (per the RFQ) is required to be accepted without terms; some of the clauses appear to be more appropriate to an architectural design or OPM-style contract, rather than a landscape architectural design of limited scope like this. Can you confirm that the included contract is what will be required? (More specific questions follow.)

Answer: Yes, confirmed.

Question: Regarding 3.1.1.4 and 3.1.1.5, can the City identify any known governmental authorities with jurisdiction over the Project that would be required under these sections?

Answer: Any listed may apply.

Question: Contract section 3.1.2.1.1 requires the Designer to maintain 4 sets of in-progress record drawings for architectural disciplines at the project site; typically, in our experience, the Contractor is responsible for recording as-built site conditions at the site, with the Landscape Architect recording them in the AutoCAD record file, rather than in separate hardcopy. Please confirm that the requirement is what is intended, as clerk-of-the-works services are not being requested of the Designer.

Answer: Confirmed, they are as intended.

Question: 3.2.6 requires an Independent Cost Estimator; our firm typically does our Cost Estimating in-house on projects where we are the prime consultant (and we have found that the results are often more reliably correlated with the bids than when outside, non-landscape-specific estimators produce them). Is a separate Cost Estimator explicitly required, or is the City open to waiving that section?

Answer: The City will not waive 3.2.6.


Question: Section 10.3.4 requires \$100,000 of Valuable Papers insurance. Given that digital files are generally backed up off site and will have been submitted to the City at numerous milestones, the value of any outstanding work is far less than \$100,000 and has redundant backup systems to prevent loss; therefore, we do not currently carry Valuable Papers insurance. While we can and will obtain it if required, we would like to confirm that the City truly desires this coverage.

Answer: Confirmed

Question: Sections 14.1.4 to 7 refer to MGL c30 s39R, which only applies to contracts with a value above \$100,000. Can the City confirm their anticipated project budget (either for design or for construction) to enable us to determine if these sections are likely to actually apply?

Answer: Bidders should be prepared to comply with all public bid laws required.

All other details remain the same.

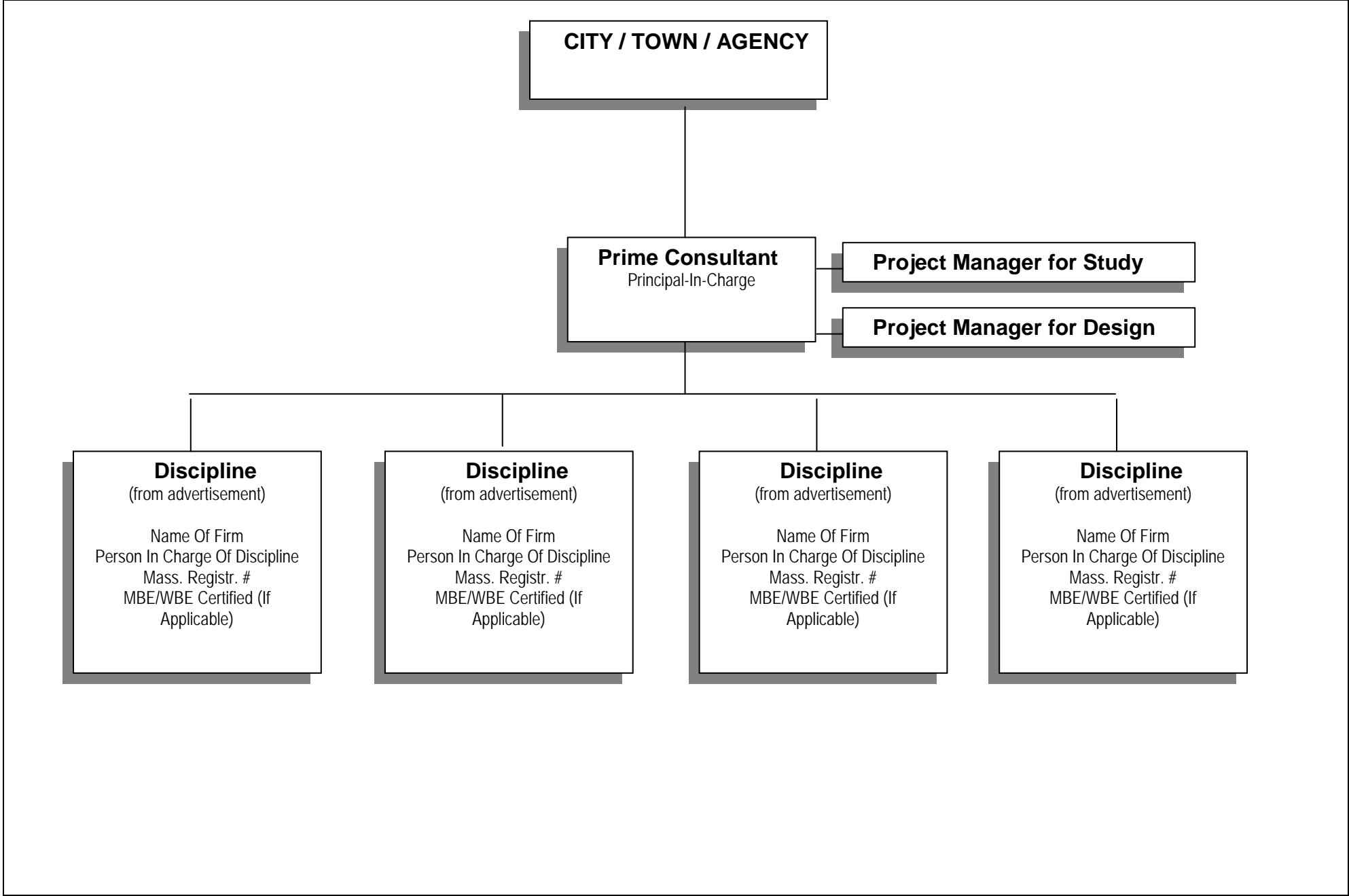


Elizabeth Unger
Purchasing Agent

Addendum No. 1

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location For Which Firm Is Filing:	2. Project #																																																																																																
		This space for use by Awarding Authority only.																																																																																																
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:	3. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)																																																																																																	
3b. Date Present and Predecessor Firms Were Established:	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																																																	
3c. Federal ID #:	3g. Name and Address Of Parent Company, If Any:																																																																																																	
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Email Address: Telephone No: Fax No.:	3. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise (SDVOBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>																																																																																																	
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																		
<table style="width:100%; border: none;"> <tr> <td style="width:25%;">Admin. Personnel</td><td style="width:10%; text-align: center;">_____</td><td style="width:10%; text-align: center;">(_____)</td><td style="width:25%;">Ecologists</td><td style="width:10%; text-align: center;">_____</td><td style="width:10%; text-align: center;">(_____)</td><td style="width:25%;">Licensed Site Profs.</td><td style="width:10%; text-align: center;">_____</td><td style="width:10%; text-align: center;">(_____)</td><td style="width:25%;">Other</td><td style="width:10%; text-align: center;">_____</td><td style="width:10%; text-align: center;">(_____)</td></tr> <tr> <td>Architects</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Electrical Engrs.</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Mechanical Engrs.</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td></tr> <tr> <td>Acoustical Engrs.</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Environmental</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Planners: Urban./Reg.</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td></tr> <tr> <td>Civil Engrs.</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Fire Protection</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Specification Writers</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td></tr> <tr> <td>Code Specialists</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Geotech. Engrs.</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Structural Engrs.</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td></tr> <tr> <td>Construction Inspectors</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Industrial</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Surveyors</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td></tr> <tr> <td>Cost Estimators</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Interior Designers</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td></tr> <tr> <td>Drafters</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>Landscape</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td>_____</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td><td style="text-align: center;">Total</td><td style="text-align: center;">_____</td><td style="text-align: center;">(_____)</td></tr> </table>			Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site Profs.	_____	(_____)	Other	_____	(_____)	Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)	_____	_____	(_____)	Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners: Urban./Reg.	_____	(_____)	_____	_____	(_____)	Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification Writers	_____	(_____)	_____	_____	(_____)	Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)	_____	_____	(_____)	Construction Inspectors	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)	_____	_____	(_____)	Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)	_____	_____	(_____)	_____	_____	(_____)	Drafters	_____	(_____)	Landscape	_____	(_____)	_____	_____	(_____)	Total	_____	(_____)
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5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																		

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOBE <input type="checkbox"/> VBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C.*	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific – No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by _____ Printed Name and Title _____ Date _____
 (Signature)