



City of Cambridge

PURCHASING DEPARTMENT

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TO: All Bidders

FROM: City of Cambridge

DATE: February 25, 2019

RE: File No. 8412 – Request for Qualifications for General Engineering Services - Addendum No. 1

The following questions were asked and answered:

1. Question: The proposed organization chart provided in section 6 of the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction lists a project manager for study and a project manager for design. There doesn't appear to be any other reference to these project manager distinctions in the RFQ and wanted to confirm the need to follow the provided organization chart format and if so, please provide further details regarding the distinction.

Answer: Yes, use the organization chart and include key disciplines and typical project manager. The understanding is that specialty scopes of work under contract may require additional staff not named.

2. Question: Section 6 also notes that Disciplines from Advertisement need to be included within the provided boxes. The only reference to Disciplines is found on page 5 of the RFQ under Consultant Project Team. Please confirm that these are the Disciplines that need to be included within Section 6 and also please include what specialty discipline is referenced by "Engineer." Is this meant to be a catch all or is it a typo? Furthermore, does the City want us to provide a separate organization chart that provides further detail regarding the supporting staff for the various services listed within Section 1 of the Scope of Services?

Answer: The selected firm or individual must have as part of the team the following disciplines: Engineer, civil engineer, structural engineer, geotechnical engineer, Licensed Site Professional, environmental engineer, Land Surveyor, Landscape Architect. Other disciplines may be added as needed.

3. Question: With regards to the provided sample contract, will the City be willing to work with a selected team to clarify contract questions?



Answer: The successful proposer must be willing to sign the City's contract as is. The City will not accept a Proposer's terms and conditions.

4. Question: Truth-in-Negotiations Form(s): Is this form required at this stage, since we are not submitting any rates or fees in this qualifications submittal? How can we certify rates that we are not including?

Answer: Yes, the form is required.

5. Question: If the Truth-in-Negotiations form IS required, do we need to submit both versions? There are two in the RFQ: one on page 16 and one on page 58. The one on page 58 may be part of the Sample Contract? (to which it seems more applicable)

Answer: The Truth-in-Negotiations form on page 16 should be included with your proposal and the Truth-in-Negotiations form on page 58 is part of the sample contract.

6. Question: For the CORI form, what is meant by "Applicant"? This is not defined in the CORI instructions. Is that referring to our employees?

Answer: The meaning of the word is clear on it's face.

All other details remain the same.



Elizabeth Unger
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Addendum No. 1