



City of Cambridge

PURCHASING DEPARTMENT

COLEEN CASELLA
Assistant Purchasing Agent for
Goods & Services

NATALIE M. SULLIVAN
Assistant Purchasing Agent for
Design & Construction

Elizabeth Unger
Purchasing Agent

TO: All Bidders
FROM: City of Cambridge
DATE: March 13, 2019
RE: File No. 8451 Resilience Hub Consultant-Addendum #1

This Addendum is comprised of:

1. Bidders Questions

The Following questions were asked and answered:

Question: Given the abbreviated schedule, when does the City anticipate that they will have two community organizations under contract?

Answer: A Request for Interest has been issued to community-based organizations. Responses are due March 22, 2019. The City expects to choose the two organizations to work with the consultant by the end of March.

Question: What is the City’s anticipated budget or the consultants SOW?

Answer: The City is expecting that the consultant will perform the scope of services described in the IFB. The base budget for this project is \$22,000 however a higher amount is possible.

Question: Can you share the two CBO’s that you are working with?

Answer: The specific organizations will be identified by the end of March. To be selected, the organizations need to meet the criteria that are described in the consultant IFB. At a minimum, the organization must be located in Cambridge and have a physical facility that can serve neighborhood needs.

Question: Can you provide more information about the buildings that will need to assess (building type, age, construction type etc.)?

Answer: Until the organizations are selected, details about the specific buildings involved are not known. Bidders can anticipate that the buildings are likely to be in the range of 15,000 to 25,000 square feet of floor area, 2 to 3 stories, wood frame, and likely more than 25 years old.

Question: Are there any requirements for the sections that should be included in the proposal (i.e. a table of contents)?



Answer: A proposal is not required for the Bid. Complete sections as requested in documents.

Question: Can we submit the proposal electronically, and what email address should it be submitted to?

Answer: No.

Question: If the proposal must be submitted in hard copy how many?

Answer: Bid must be submitted in duplicate.

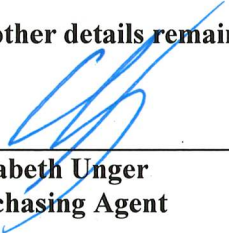
Question: Does the price proposal need to be submitted under a separate cover?

Answer: No.

Question: Can you confirm who the proposal should be submitted to:

Answer: Elizabeth Unger, Purchasing Agent
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

All other details remain the same.



Elizabeth Unger
Purchasing Agent

Addendum No. 1