



City of Cambridge

PURCHASING DEPARTMENT

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Assistant Purchasing Agent for
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Elizabeth Unger
Purchasing Agent

TO: All Bidders

FROM: City of Cambridge

DATE: August 19, 2019

RE: File No. 8722 – Request for Qualifications for Design Services for Alterations to Cambridge Fire Headquarters - Addendum No. 1

This addendum is comprised of:

1. Pre-Bid Sign in Sheet (Attached)
2. Questions and Answers

The following questions were asked and answered:

1. Question: Who will be selecting the firms to be shortlisted?

Answer: Representatives from the City of Cambridge Administration including but not limited to designee's from, City Manager's office, Purchasing Department, Fire Department and Department of Public Works.

2. Question: Will the fire department be participating in the architect selection?

Answer: Yes, please refer to Question 1.

3. Question: Please provide the list of briefing session attendees.

Answer: Please see attached sign in sheet.

4. Question: Is there an expectation that the project will pursue LEED Certification? If so, what level is anticipated?

Answer: LEED Gold certification is the minimum requirement. The Designer and Sustainability Subconsultant shall lead a minimum of *4 (four) Sustainability and Energy Charette Project Stakeholder Meetings* to establish strategies and synergies in support of project milestone development. Relevant Designer subconsultants including, but not limited to the sustainability subconsultant, envelope specialist, MEP engineers, and programming specialist shall participate as required.



5. **Question:** In order that we may ensure availability of our key project participants should our firm be shortlisted can you provide an anticipated date or time frame that interviews will be taking place?

Answer: Interviews are tentatively scheduled for early October.

6. **Question:** Please clarify if the I.T. department being located within the station is considered critical for future operations or if it can be considered for relocation to another facility.

Answer: This will be further discussed through the Programming process. The current requirement is for the Public Safety I.T. to remain on site.

7. **Question:** Please provide a list of any anticipated changes to apparatus housed in this facility.

Answer: Rescue 2 (Ambulance) will be replaced by the Air Supply Truck, a vehicle of similar size and weight.

8. **Question:** Please identify if there are any items, in addition to the mural in the fitness room and windows in the weight room, that are considered historically significant.

Answer: The exterior of the building in its entirety is subject to Historical Commission Review. Additional interior items of historic architectural value may be identified during the Feasibility Study.

9. **Question:** Are there any prior programming studies for the building?

Answer: No

10. **Question:** Please clarify how Cambridge defines a Joint Venture. If an architectural team of two firms is submitting together with clear lines of responsibility, should this be identified as a JV in the submission?

Answer: No. One architectural firm shall be the Architect of Record. If specialty subconsultant services are required to provide a qualified Designer package, the second firm shall be identified in the organizational chart as a subconsultant and primary team member qualifications provided, as for any subconsultant.

11. **Question:** Will the City of Cambridge retain the geotechnical engineer?

Answer: Yes.

12. **Question:** Can you please clarify the scope for the "budget statement for Cambridge Fire Department Operations and Maintenance objectives?"

Answer: The City requires that this project result in a high-performing facility throughout its life cycle, which includes operations and maintenance. The Designer shall work with the Cambridge Fire Dept. and the Dept. of Public Works to establish anticipated costs and a subsequent Operations and Maintenance budget for the successful operation of this building.

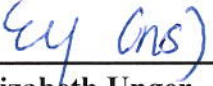
13. **Question:** Can you please clarify if the following specialty consultants are required to be identified as part of the Request for Qualifications: graphics design and fuel island design?

Answer: No. Graphic Design and Fuel Island Design subconsultants are not required to be identified as part of the Request for Qualifications.

14. Question: Please clarify which personnel for which the offeror should provide three personal references.

Answer: Regarding Section V, item 2, on page 9 of the Request for Qualifications, “Also, include no less than three personal references of the key members assigned to the project, also from former clients,” “key members,” refers only to the “Prime Consultant” (Principal-In-Charge), and Project Manager(s) as identified in the *Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction*, page 2, organizational chart.

All other details remain the same.



Elizabeth Unger
Purchasing Agent

Addendum No. 1

Pre-bid File No. 8722
 Sign-in sheet

8/6/19

<u>Company Name</u>	<u>Name</u>	<u>Email</u>
HKT ARCHITECTS INC	Janet M. Siemenda	jsiemenda@hktarchitects.com
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JOHNSON ROBERTS ARCH	STEWART ROBERTS	SROBERTS@JOHNSON-ROBERTS.COM
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	Natalie Sullivan	
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