TO: All Bidders

FROM: City of Cambridge

DATE: May 25, 2022

RE: File No. 10302 Request for Proposal for Harvard Square Kiosk Operator - Addendum No. 1

This addendum is comprised of:

- Submitted Questions and Answers
- Attachment 1 (Kiosk Design Plans)

SUBMITTED QUESTIONS AND ANSWERS:

1. **Q:** What kind of utility infrastructure will we have access to in the Kiosk? Will there be WiFi, water, garbage/recycling collection, heat, air conditioning, and an air purifier?

   **A:** There is a proposed 1” domestic water service for irrigation and water supply to kiosk, a proposed 3” pvc telecom conduit (most likely comcast) , electrical service & sewer connection. there is heating, ceiling fans and no air conditioning. there is an air purifier built into the air circulation system. the city will pick up trash from the receptacles on the plaza/public property but will not do trash removal from inside the kiosk.

2. **Q:** Will the rent amount covered by the City include utilities as well?

   **A:** Yes

3. **Q:** When does “year one” of operations start? Does it include the time between the contract award and the opening of the space (when the operator would be consulting on the interiors of the kiosk and preparing to open)?

   **A:** Year one of operations will start when the Kiosk is ready for programming, which is anticipated to be spring of 2023. The time between the contract award and the opening of the space is not included in year one of operations.
4. **Q:** Can we include the City of Cambridge as one of our references?  
   **A:** Yes, and please provide the relevant staff contacts.

5. **Q:** Are we allowed to include supplemental information including letters of support, etc.?  
   **A:** No, proposers should not submit supplemental information beyond what is requested in the RFP.

6. **Q:** Can the RFP and programming extend to the space outside the building? And if so, can you provide us with a drawing of those edges?  
   **A:** Yes, programming can extend beyond the space of the building. The Operator will need to work with the City to seek appropriate permits, such as sidewalk obstruction permits. The space available for events will vary by activity. The City will provide support through the process.

7. **Q:** Will the city work with us to pull permits if needed for food distribution, outside art structures, and activating spaces for people to sit and gather?  
   **A:** The Operator should expect to seek their own permits but the City will provide support as needed.

8. **Q:** Can the city please provide us with a full set of drawings of the building including floor plans sections and site plan?  
   **A:** Please see Attachment 1 for design plans.

9. **Q:** Will the city consider allowing us to shut the streets down around the building for a grand opening?  
   **A:** The City is willing to work with the Operator to explore what streets may be closed for events. Given the plaza’s central location in the area’s street network, the immediately surrounding streets can be challenging to close, but they have been for certain special events.

10. **Q:** Can we have further information detailing the insurance requirements?  
    **A:** The standard City insurance requirements are as detailed in page 4 of the RFP document.

11. **Q:** I am in the process of preparing the RFP and cannot find the information on the Comparative Evaluation Criteria.  
    **A:** The Comparative Evaluation Criteria are detailed in pages 21-24 of the RFP document.
12. **Q:** I am trying to find the WISP...and in searching on the City of Cambridge website...it remains elusive. Will you kindly provide a link?

**A:** A link to the Cambridge WISP policy is located on page 29 of the RFP document.

All other details remain the same.

Elizabeth Unger  
Purchasing Agent  

Addendum No. 1
THREE-DIMENSIONAL DRAWINGS ARE NOT INTENDED TO BE THE SCOPE OF WORK, BUT RATHER DIAGRAMS TO ASSIST WITH COMMUNICATING AND COORDINATING THE SCOPE OF WORK FOR THE OUT OF TOWN NEWS KIOSK. REFER TO CONSTRUCTION DOCUMENTS FOR ADDITIONAL INFORMATION.
THREE-DIMENSIONAL DRAWINGS ARE NOT INTENDED TO BE THE SCOPE OF WORK, BUT RATHER DIAGRAMS TO ASSIST WITH COMMUNICATING AND COORDINATING THE SCOPE OF WORK FOR THE OUT OF TOWN NEWS KIOSK. REFER TO CONSTRUCTION DOCUMENTS FOR ADDITIONAL INFORMATION.
THREE-DIMENSIONAL DRAWINGS ARE NOT INTENDED TO BE THE SCOPE OF WORK, BUT RATHER DIAGRAMS TO ASSIST WITH Communicating and Coordinating the Scope of Work for the Out of Town News Kiosk. Refer to Construction Documents for additional information.
EXISTING TO REMAIN
EXISTING TO BE REMOVED
EXISTING TO BE REMOVED AND SALVAGED

GENERAL: COORDINATE EXTENT OF DEMOLITION WITH EXISTING CONDITIONS. THE CONTRACTOR IS TO FIELD VERIFY. THE SCOPE TO BE COORDINATED WITH THE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS, UNLESS OTHERWISE NOTED, IS AS PER THE FOLLOWING:

FOUNDATION WALL: REMOVE FOUNDATION WALL WATERPROOFING SYSTEM AND INSULATION DOWN TO THE EXISTING CONCRETE FOUNDATION WALLS TO REMAIN. REMOVE TO THE BASE OF THE WALL/INTERFACE WITH THE MBTA CONCRETE ROOF WATERPROOFING. THE MBTA CONCRETE ROOF AND WATERPROOFING DEMOLITION SCOPE OF WORK IS AS PER VOLUME 1.

CRAWL SPACE: REMOVE ALL CRAWL SPACE MECHANICAL, ELECTRICAL, PLUMBING, AND TELECOMMUNICATIONS (MEP) SYSTEMS AND THEIR CONNECTIONS, EXPOSED FASTENERS, MISCELLANEOUS DEBRIS, AND WATER DOWN TO THE EXISTING MBTA CONCRETE ROOF, FOUNDATION WALLS, AND FIRST FLOOR STRUCTURE TO REMAIN. REFER TO THE MEP DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

INTERIOR: REMOVE INTERIOR BUILT UP BRICK FLOOR SYSTEM, FLOOR GRILLES, AND HATCH SYSTEM DOWN TO THE EXISTING STRUCTURAL SLAB; AS WELL AS THE PARTITIONS, STUDS/BLOCKING, WOOD SILLS, FURNISHINGS, EQUIPMENT, FINISHES, LIGHTING, MEP SYSTEMS, AND EXPOSED FASTENERS DOWN TO THE EXISTING INTERIOR MASONRY WALLS/SILLS, STEEL FRAMING, AND PROFILED CYPRESS WOOD CEILING TO REMAIN. REFER TO THE MEP DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

EXTERIOR WALL AND SOFFIT: REMOVE WINDOW AND DOOR SYSTEMS, BOOKCASES, STUD WALLS, GYPSUM BOARD, BLOCKING, CEILING TRACKS AND ATTACHMENTS, LIGHTING, MEP SYSTEMS, EXPOSED FASTENERS, FINISHES AND ATTACHMENTS DOWN TO THE EXISTING MASONRY WALLS/SILLS, STEEL FRAMING AND PROFILED CYPRESS WOOD CEILING TO REMAIN. REFER TO THE MEP DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

ROOF SYSTEM: REMOVE ROOF SYSTEM DOWN TO THE EXISTING PROFILED CYPRESS WOOD CEILING/DECK, STEEL FRAMING, AND CORNICE STEEL SUPPORT ANGLES TO REMAIN.
GENERAL: COORDINATE EXTENT OF DEMOLITION WITH EXISTING CONDITIONS. THE CONTRACTOR IS TO FIELD VERIFY. THE SCOPE TO BE COORDINATED WITH THE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS, UNLESS OTHERWISE NOTED, IS AS PER THE FOLLOWING:

**FOUNDATION WALL:** REMOVE FOUNDATION WALL WATERPROOFING REMOVE MEP EQUIPMENT, SYSTEM AND INSULATION DOWN TO THE EXISTING CONCRETE FOUNDATION WALLS TO REMAIN. REMOVE TO THE BASE OF THE WALL/INTERFACE WITH THE MBTA CONCRETE ROOF AND MEP DRAWINGS.

**WATERPROOFING.** THE MBTA CONCRETE ROOF AND CRAWL SPACE: REMOVE ALL CRAWL SPACE MECHANICAL, ELECTRICAL, PLUMBING, AND TELECOMMUNICATIONS (MEP) SYSTEMS AND THEIR CONNECTIONS, EXPOSED FASTENERS, MISCELLANEOUS DEBRIS, AND WATER DOWN TO THE EXISTING MBTA CONCRETE REMAIN. REFER TO THE MEP DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

**INTERIOR:** REMOVE INTERIOR BUILT UP BRICK FLOOR SYSTEM, WOOD SILLS, FURNISHINGS, EQUIPMENT, FINISHES, LIGHTING, MEP SYSTEMS, BOOKCASES, STUD WALLS, GYPSUM BOARD, BLOCKING, CEILING TRACKS AND ATTACHMENTS, LIGHTING, MEP SYSTEMS, ATTACHMENTS, EXPOSED FASTENERS, FINISHES AND ATTACHMENTS DOWN TO THE EXISTING MASONRY WALLS/SILLS, STEEL FRAMING AND PROFILED CYPRESS WOOD CEILING TO REMAIN. REFER TO THE MEP DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

**INTERIOR MASONRY WALLS/SILLS, STEEL FRAMING, AND PROFILED CYPRESS WOOD CEILING TO REMAIN. REFER TO THE MEP DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.**

**EXTERIOR WALL AND SOFFIT:** REMOVE WINDOW AND DOOR SYSTEMS, ATTACHMENTS. SEE ELECTRICAL DRAWINGS REMOVE DISPLAY CABINETS, PARTITIONS AND FINISHES IN THEIR ENTIRETY. REMOVE ALL STOREFRONT SYSTEMS, ATTACHMENTS, LIGHTING, MEP SYSTEMS, EXPOSED FASTENERS, FINISHES AND ATTACHMENTS DOWN TO THE EXISTING BRICK PAVER SYSTEM AND GRANITE STEPS AND THRESHOLDS EXCAVATE AND REMOVE EXISTING BRICK PAVER SYSTEM BEYOND TO REMAIN EXISTING TO REMAIN EXISTING MASONRY WALLS/SILLS, STEEL FRAMING AND PROFILED CYPRESS WOOD CEILING/DECK, STEEL FRAMING, AND CORNICE STEEL SUPPORT ANGLES TO REMAIN.

**ROOF SYSTEM:** REMOVE ROOF SYSTEM DOWN TO THE EXISTING Existing roof system and fill down to existing MBTA roof system. See civil drawings and specs. REMOVE ALL CRAWL SPACE MECHANICAL, ELECTRICAL, PLUMBING, TELECOM (MEP) SYSTEMS. REFER TO MEP DRAWINGS. REMOVE MECHANICAL, ELECTRICAL, PLUMBING, AND TELECOMMUNICATIONS (MEP) SYSTEMS, ATTACHMENTS, LIGHTING, MEP SYSTEMS, ATTACHMENTS, EXPOSED FASTENERS, FINISHES AND ATTACHMENTS DOWN TO THE EXISTING MASONRY WALLS/SILLS, STEEL FRAMING AND PROFILED CYPRESS WOOD CEILING TO REMAIN. REFER TO THE MEP DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

**DEMO BUILDING SECTION THRU LONG VAULT AT MID SPAN**

**SCALE: 1/2" = 1'-0"**

**DEMO BUILDING SECTION THRU LONG VAULT AT THE COLUMN FACE**

**SCALE: 1/2" = 1'-0"**
1. WHEN WORKING WITHIN OR DIRECTLY ADJACENT TO EXISTING ROADWAY, CITY OF CAMBRIDGE POLICE OFFICERS MUST BE PRESENT TO DIRECT TRAFFIC AWAY FROM WORK ZONES.

2. ALL TRAFFIC CONTROL DEVICES AND WORK ZONE SET-UPS ARE TO BE IN ACCORDANCE WITH THE MOST RECENT MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) STANDARDS.

3. CONTRACTOR SHALL REMOVE (OBLITERATE) ALL EXISTING PAVEMENT MARKINGS IN CONFLICT WITH PROPOSED WORK ZONE SET-UP.

4. ALL PROPOSED PAVEMENT MARKINGS AS SHOWN ON PLAN SHALL BE INSTALLED TO MAINTAIN THE TRAFFIC DURING CONSTRUCTION IN EXISTING ROADWAYS.

5. ALL PAVEMENT MARKINGS AND SIGNAGE AFFECTED BY CONTRACTOR OPERATIONS SHALL BE RESTORED TO THEIR ORIGINAL CONDITIONS AT THE CONTRACTOR’S EXPENSE.

6. THE CONTRACTOR SHALL PREPARE AND SUBMIT A TRAFFIC AND PEDESTRIAN MANAGEMENT PLAN (TMP) FOR REVIEW AND APPROVAL BY THE CITY OF CAMBRIDGE. PARTICULAR CARE SHALL BE TAKEN TO ESTABLISH AND MAINTAIN METHODS AND PROCEDURES THAT WILL NOT CREATE UNNECESSARY OR UNUSUAL HAZARDS TO PUBLIC SAFETY.

7. ALL TEMPORARY TRAFFIC CONTROL DEVICES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE REQUIREMENTS OF THE CURRENT MUTCD.