

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
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October 5, 2020

ADDENDUM #1
INVITATION FOR BID #21-13

RFQ LOUISE LEVINGSTON COVE IMPROVEMENTS

THIS ADDENDUM IS TO: ANSWER THE QUESTIONS BELOW:

Q1. Can the city clarify the consultant role in the public process for CPC and ConCom? Besides preparing the presentation material, is the consultant expected to lead the presentations and field public comment? Will public presentations be framed as an "update" rather than a public meeting for additional design input?

A1. The Consultant's role will be to prepare materials and help field questions before the Community Preservation Committee (CPC) and the Conservation Commission (ConCom). The Consultant will be expected to attend these meetings and answer any technical questions that the City may not be able to answer. Both the CPC and ConCom will provide one informational meeting and one public hearing to hear input from the public. Any presentation will be framed as an update to an approved plan.

Q2. If the public comments require additional design studies, how will public design comments be incorporated to the project if the preferred plan has already received approval from the Parks and Rec Commission?

A2. The preferred plan may be subject to minor changes. Any public comment that drastically changes the scope of work and established program will be listened to and may be incorporated if not considered a major deviation from the Parks & Recreation Commission's preferred plan.

Q3. What is the process once the RFQ is submitted? Will the City shortlist firms for an interview with fee proposals?

A3. The city will shortlist and interview firms. Fee discussions will occur during the interview process.

Q4. How will the shortlisted firms be chosen? Is it based on lowest bidder?

A4. The factors for evaluating proposers are found at p. 10 of the Request For Qualifications. A shortlisted firm will be chosen based on its qualifications and fee proposal. Low bids will be taken into consideration, but qualifications must be met and demonstrated in order to be shortlisted.

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read
Chief Procurement Officer