

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
purchasing@newtonma.gov
Fax (617) 796-1227

February 7, 2022

**ADDENDUM #1
REQUEST FOR SERVICES #22-40**

OWNER'S PROJECT MANAGER COUNTRYSIDE SCHOOL REDEVELOPMENT

THIS ADDENDUM IS TO: PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS:

Q1. Please clarify if all the following forms, included in Attachment D, listed below are to be included in the proposal as “required certifications” and are exempt from the 20 page limit.

- **D.1 Bidders Qualifications and Reference Form**
- **D.2 Certificate of Authority – Business Corporation**
- **D.3 Certification of Vote**
- **D.4 Satisfaction of State Tax Requirements – Attest Form**
- **D.5 Certificate of Foreign Corporation**
- **D.6 Certificate of Non-Collusion**
- **D.7 Debarment Letter**
- **D.8 IRS Form W-9**

A1. Yes, please provide all certifications in your response. The certifications are not part of the 20-page limit.

Q2. The RFP requests the following:

4. Financial Stability: Provide two years of financial statements including current balance sheet, income statement, as evidence of the Respondent's financial stability and capacity to support the proposed contract.

Due to the 20-page limit, please confirm that it would be acceptable to provide a copy of our current consolidated financial statement/balance sheet in the proposal itself and provide a link to an online source for our previous year's financials in order to meet the above requirement.

A2. The financial information is not part of the 20-page limit but should be included in both the hard copies and pdf files as required in the RFS.

Q3. Does the 12pt font size restriction for the proposal also apply to tables, charts, or graphics used in the proposal?

A3. The font in tables, charts, or graphs may be smaller but must be clearly legible.

Q4. Does the 12pt font size restriction apply to the Attachment C OPM Application Form?

A4. The font in Attachment C OPM Application Form may be smaller but must be clearly legible.

Q5. Please clarify if we are allowed to hand-deliver the response package to Room 108 or if we must place it in the drobox.

A5. The responses can be dropped off in either location, in the lockbox outside the building, or inside at Purchasing - Rm 108.

Q6. The RFP notes available background documents with links however I was only able to attain the Capital Improvement Program document. May I please request the other documents or, new links to them?

I tried to find the documents on the website but was unsuccessful.

Needs and building conditions assessments and other background documents shall be available for informational purposes and include:

- Newton Schools Long-Range Facilities Master Plan, updated November 21, 2011 Volumes 1 and 2: CES section on pages 38-42 of this document.
- City of Newton Five-year Capital Improvement Program, dated October 4, 2021:
- <https://www.newtonma.gov/home/showpublisheddocument/75614/637689725348770000>
- City of Newton City Historic Building Survey by BCA, dated September 2012 – CES section - <http://www.newtonma.gov/gov/building/>
- Original Construction Drawings (electronic Scans).

A6. The above listed files are posted on the City's Current Bids page at www.newtonma.gov/bids.

All other terms and conditions of this bid remain unchanged.

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

Thank you.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer