

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

December 5, 2022

ADDENDUM #1

REQUEST FOR QUALIFICATIONS #23-49

ON CALL LICENSED SITE PROFESSIONAL AND RELATED SERVICES
--

THIS ADDENDUM IS TO: ANSWER THE FOLLOWING QUESTIONS:

Q1. What is the length of term for this service contract?

A1. An initial term of one (1) with the right of the City at its discretion to extend the contract for two (2) additional one year terms on the same terms and conditions as the initial term.

Q2. Is there a minimum number of LSPs that must be employed by the LSPC to be considered?

A2. No.

Q3. Page 2 says 11 hard copies and 2 electronic copies. Page 3 says 15 copies of SOQ to be mailed. Which is the correct number of documents needed?

A3. 10 hard copies and 2 digital copies.

Q4. Please clarify what is meant by “list 2 firms in part 6 for each discipline selected in 4”. Are you referring to subconsultants or subcontractors such as laboratory or drilling, etc. ?

A4. Any work that would be subcontracted out.

Q5. If awarded, would EKI be able to negotiate terms of the contact?

A5. Only the fee.

Q6. The RFQ is for On Call LSP services, but the RFQ appears to be more related to architecture and engineering disciplines. Could you clarify?

A6. References to architecture and engineering disciplines are incorrect. Should have said LSP only.

Q7. When will responses to questions be submitted considering that the bid is due on the 12/08?

A7. All timely submitted questions are answered in this Addendum.

Q8. Please confirm which of the following you'd prefer for submission of the LSP On-Call:

1) All SOQs shall be submitted as (i) ten (10) hard copies and (ii) two electronic copies in PDF format on CD or thumb drive.”

or

2) “LSPCs interested in being considered for approval should submit 15 copies of the completed Application, and one completed and signed copy of each of the following attached documents: Bidder’s Qualifications and

References Form (2 pages); Certificate of Non-Collusion (1 page); Certification of Tax Compliance (1 page); Certificate of Foreign Corporation (if applicable, 1 page); Debarment Letter (1 page); IRS Form W-9 (1 page); and Business Category Information Form (1 page)”

A8. See A3. above.

Q9. Page 2 of 41 says: All SOQs shall be submitted as (i) ten (10) hard copies and (ii) two electronic copies in PDF format on CD or thumb drive. But then on the next page it states that LSPCs interested in being considered for approval should submit 15 copies of the completed Application, and one completed and signed copy of each of the following attached documents, with no electronic copies requested. What is the correct number of copies and/or electronic copies needed?

A9. See A3. above.

Q10. Page 3 of 41: Can you explain what the following statement within the outlined area means?
“Notwithstanding any provision to the contrary, for Item 6 of the Application please submit two (2) firms for each of the Disciplines selected in Item 4. The City reserves the right to approve the submitted teams as proposed.”

A10. This applies to any work that would be subcontracted out.

Q11. The DSB Application states that “If Needed, Up To Three, Double-Sided 8 ½” X 11” Supplementary Sheets.” Can we submit more if needed, which would include a cover letter?

A11. Yes.

Q12. Can you please clarify how many hard copies you need for submitted? On page 2 of the RFQ it states all SOQs shall be submitted as (i) ten (10) hard copies and (ii) two electronic copies in PDF format on CD or thumb drive. Then on page 3 it states LSPCs interested in being considered for approval should submit 15 copies of the completed Application, and one completed and signed copy of each of the following attached documents: Bidder’s Qualifications and References Form (2 pages); Certificate of Non-Collusion (1 page); Certification of Tax Compliance (1 page); Certificate of Foreign Corporation (if applicable, 1 page); Debarment Letter (1 page); IRS Form W-9 (1 page); and Business Category Information Form (1 page).

A12. See A3. Above.

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