

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**Design Services for the New Police Station**

**ADDENDUM NO. 2**

September 9, 2022

**CHANGES, CORRECTIONS AND CLARIFICATIONS**

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 2) MUST BE ACKNOWLEDGED IN YOUR COVER LETTER.

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**ITEM 1: ANSWERS TO POSED QUESTIONS**

**Q1.** Should Attachment B, Standard Designer Application Form be submitted with our qualifications? If so, is there a specific order that it should be included in?

**A1.** Yes, Attachment B should be submitted with your Proposal. No specific order to be included.

**Q2.** Are Attachments C and D to be included in our submission, or are they included as attachments to the contract?

**A2.** Yes, Attachment C and D should be included in your Proposal.

**Q3.** On Page 14, included under the Contract, the document indicates “The technical section of the RFP” and “Responding Firms are to address each of the following criteria in a clearly labeled section of their response and in the same order.” Can you please confirm if this should be submitted as a part of qualifications, or if that language is relative to the contract and the City’s future request for proposal with the eventual most qualified firm?

**A3.** Yes we are requesting this information as part of this Proposal submission.

**Q4.** Please confirm that a fee is not required at this time, only the hourly rates for our team.

**A4.** Correct, no fee is required at this time.

**Q5.** Was there any study or other project related work performed as a result of the April 2019 RFQ for a PD Study?

**A5.** Unfortunately, no studies are available.

**Q6.** Pg 27 of the RFQ section V, Required Submission, Item 3. States:

3. The name, address, contact person's name and telephone number of all private sector clients to which the proposer has provided similar management consulting services and a brief synopsis of the services provided, including contract dates.
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Is this required as the project calls for Architectural and Engineering Services, not Project Management Consulting services.

**A6.** This shall read, "provided similar Architectural & Engineering services"

**Q7.** Page 25 of the RFQ – Signature Page: is this just a sample agreement used by the city, and not requiring our signature at this time?

**A7.** Yes, this is a sample agreement.