CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT
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February 13, 2015

ADDENDUM #1

INVITATION FOR BID #15-64

PLANNING DEPARTMENT MANAGEMENT AND ORGANIZATIONAL ANALYSIS

THIS ADDENDUM IS TO: Answer the following Questions:

Q1. The bidder’s qualifications and references form asks in Question #5 for a list of all contracts currently on hand showing contract amount and date of completion. Can a listing of only those projects being performed by members of the proposed project team be provided in lieu of a comprehensive listing of all firm contracts?

   A1. Only those projects being performed by the proposed project team.

Q2. Is there a preferred initiation or completion date for the engagement?

   A2. Project should be initiated as soon as is possible and completed in a timely manner – we anticipate six to eight months.

Q3. One of the minimum criteria listed for evaluation, is the submittal of a “work portfolio”. Are you seeking submission of a final report from a comparable study or are you simply looking for a summary of projects that are comparable in nature?

   A3. Summary of comparable projects. This requirement could be reflected in submitted project team resumes.

Q4. Can you provide a copy of the Department’s current operating budget, staffing allocation (total number and allocation by position)?


Q5. Does the City currently utilize a software system to manage work activities / applications / permits? If so, what system is in use?

   A5. Community Plus

Q6. Is there any project budget information that can be shared?

   A6. No
Q7. Does the City have an estimated number of stakeholder interviews / focus groups / etc. that it would like to consultant to undertake as part of this effort (or are you looking for our best recommendation on the number)?

A7. Looking for a recommendation on the number and approach. Expect interviews to include representatives of department staff, related departments, elected officials, members of some boards and commissions, and a sampling of clients/the public.

Q8. Which City committees or boards would be included in interviews and/or surveys?

A8. See previous question.

Q9. The RFP indicates that the responses to questions will be issued on Tuesday, 2/17@ 3:00 p.m. With the proposal due Thursday, 2/19 @ 10:00 a.m., this provides little time to incorporate any needed changes into a proposal based upon the issued addenda and get mailed with sufficient time to reach you by the deadline. It would be beneficial if one of the dates could be modified (either providing the addenda earlier or providing an additional day or two for submittal after receipt of the addenda).

A9. There will be no extensions.

Q10. Per the Minimum Criteria listed on page 6 of the RFP, #1 states, “A Master’s degree in Planning, Public Administration or a closely related field”. Can you clarify if ALL project team members assigned to this project must have a Master’s Degree? Would it be acceptable to have all work managed by an individual with a Master’s Degree, if the work is performed by staff with a Bachelor’s Degree?

A10. We do not require all project team members to have a Master’s Degree.

Q11. In regards to technical proposal "minimum criteria" items 1 and 3, is physical proof (e.g., registration certificate, degree) required in the proposal?

A11. No – should be reflected in the submitted resumes.

Q12. Do the projects included in minimum criteria item 2 need to be the same as the contracts listed in the Bidder Qualification form?

A12. No

Q13. The Work Proposal listed in the section of the RFP titled "evaluation criteria," is not listed in the "minimum criteria." Does the work proposal need to be in a particular placement within the listed minimum criteria?

A13. No

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