

March 28, 2016

**ADDENDUM #1
RFI #16-73
PERMITTING, ENGINEERING, DESIGN AND CONSTRUCTION-PHASE DESIGNER
SERVICES - TIGER GRANT FUNDING**

The number of this Addendum, Addendum No. 1, must be entered in the space provided on the Bid Form.

REPLACE:

DUE DATE

Sealed proposals are due and will not be publicly opened on: **April 1, 2016** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at **11 AM**, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A COMPLETE BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES**

Sincerely,

- 1.If some bridges are ready for construction advertisement before the others, would the City break this up into multiple construction contracts?
 - a.No. This will be one construction contract.
- 2.Will this project be reviewed by MassDOT as a municipal design (i.e. Chapter 85 review), or as a MassDOT design process?
 - a.This will be a full MassDOT review process in the same manner as if it was a MassDOT lead design effort.
- 3.If the project is bid and the value of the total project is less than the \$15 million TIGER grant, will the City be able to use the unused funds for other projects within the City, or enhancements to the already defined bridge locations?
 - a.Extremely unlikely. The TIGER grant agreement the City is completing with the United States Department of Transportation defines specific deliverables. All funds must be used on the six (6) bridges in the City's TIGER project.
- 4.Is DBE a heading to include in 10 page document? It's not identified with a capital letter. Do we include DBE Letter of Intent Document B00854 (statement in 10 page + forms in Appendix)? If so, where? Do we need to include Quantity, Unit Cost & Amount fields at this time?

- a. DBE participation should be addressed as a separate heading in the 10-page document. Prospective Consultant shall identify each DBE selected to meet the DBE participation goal for this contract by using the DBE Participation Letter of Intent Document #B00854 (**See Exhibit E**) and provide a detailed narrative of the services to be performed by each DBE business entity and the percent of the total cost to be contractually allocated to each. The percent of total cost shall be shown in the Quantity category of the Letter of Intent, but no cost information shall be displayed. The DBE Letter of Intent does not count toward the 10-page limit.
5. How many projects are allowed in Section B? Section 3.3 – B says “Up to 3 projects” vs. Comparative Criteria table says “proposal includes at least 3 examples of similar projects.”
- a. Prospective Consultants can submit more than three (3) projects, but no more than three (3) shall be submitted from each team member, and project examples must be included in the 10-page limit.
6. Is “A. Audit Data” a heading, and therefore a section to include in the 10 page document?
- a. As part of the Abbreviated Solicitation Written Response, the Prospective Consultant is required to supply a copy of the current approved Audited Overhead Rate, or copy of the letter transmitting the required documentation to the Audit Operations Section. This document may be included as an attachment to the Abbreviated Solicitation Written Response and not included in the 10-page limit. A statement noting the inclusion as an attachment must be included in the 10-page portion of the Written Response.
7. Is “I. Insurance and Risk Management” a heading and therefore a section to include in the 10 page document?
- a. Prospective Consultant shall provide a brief statement as to Prospective Consultant’s present standard insurance coverage or self-insurance program in the 10-page Written Response. Prospective Consultant Team may need to provide additional liability and indemnity insurance requirements compliant with Enel Green Power North America for certain project phases.
8. Clarify backlog of company and each key employee for Section A.
- a. Prospective Consultant shall provide an explanation, and list as appropriate, of the current backlog of consulting services which are assigned to key personnel identified in the Abbreviated Solicitation Written Response that may interfere with availability of key employees during the period of May 2016 to June 2017.

9. Is Conflict of Interest information needed for all firms for just the Prime firm?
- a. Each of the Prospective Consultants shall submit to the City of Lowell as part of its Abbreviated Solicitation Written Response a list of all such potential conflicts or a written certification that it has none.
10. Can we use a smaller font for tables, graphics, and charts?
- a. Yes. Font shall be not smaller 10 point on tables, graphics and charts.
11. Renewal of MassDOT prequalification is pending for our DBE geotechnical subconsultant. Will you accept a copy of their renewal letter for PreQualification? We are prequalified in geotechnical engineering.
- a. A copy of the renewal letter is acceptable, which will not count toward the 10-page limit. However, should the firm NOT get pre-qualified, the Prospective Consultant will not get credit for the DBE participation.
12. Are Hydraulic Studies and Reporting required for this project considering that the canal systems consist of water flows that are controlled and regulated by the canal operators?
- a. A Hydraulic Report will not be required.
13. Will the City of Lowell (City) consider waiving the requirement of having the Prime pre-qualified with MassDOT for Construction Oversight if the Prime can demonstrate knowledge and experience with Construction Oversight and/or has a Team member with the Pre-Qualification?
- a. The pre-qualification requirement will not be waived. However, Prospective Consultants will meet the minimum criteria if all pre-qualifications are held by the project team proposed by the Prospective Consultant.
14. Which format of the MassDOT schedule format should we use – Municipal or MassDOT? Also, will the schedule which is 4 pages count against the 20 (sic) pages or can it be included in the Appendix?
- a. The Prospective Consultant shall use the MUNICIPAL template. Schedule in MS Project will not count toward 10-page limit. However, the Abbreviated Solicitation Written Response shall describe the Prospective Consultant's previous experience in evaluating and overcoming conditions, challenges and other problems associated with designing and constructing bridges under accelerated conditions, including specific statements about how the TIGER Grant deliverables timeline will be met.
15. Are there any record plans available for the bridges as well as as-builts for the recent repairs?
- a. All available information is located on the project website lowellbridges.com.

16. Section 3.2, para. 4 states that "All Response requirements must be submitted for each party comprising the Prospective Consultant's organization, which includes all named sub-consultants and sub-contractors." Should subconsultants provide up to three (additional) project examples, in addition to resumes, references, conflict of interest, AMP requirements, and audit data?

a. Subconsultants may provide additional relevant projects, but no more than three (3) from each team member, and the 10-page limit is to be maintained.

17. Is the intent that all of the forms attached in Exhibit D be completed at the time of submission, and provided as part of the Prospective Consultant's response? Should any of the Exhibit D forms also be completed by subconsultants?

a. Prospective Consultants should submit all forms in Exhibit D with the Abbreviated Solicitation Written Response. The forms should be completed once by the Prospective Consultant or the lead firm in a team. The forms will not count toward the 10-page limit.

18. On the Comparative Criteria table, "VI. Financial Stability" references a financial statement. Is this referring to the Audit Data requirement, or is the intent that the Prospective Consultant provide a separate narrative and/or financial report to meet this requirement? If the latter, will it be considered part of the page count, and should this information also be provided for subconsultants?

a. The Financial Stability requires a financial statement for the Prospective Consultant or the lead firm in a team. The statement document will not be considered part of the 10-page limit, but additional narrative will be part of the 10-page limit.

19. Has any field survey been done for any of the bridges that are part of this contract?

a. No.

20. The QBS mentions that the City's Project Manager cannot be listed as a reference, however the City's Project Manager is not specifically identified. Can the City identify the name of the Project Manager?

a. For the purpose of the submitted references for the Abbreviated Solicitation Written Response Section 3.3(D), the Project Manager shall include Craig Thomas, Chief Design Planner and Lisa DeMeo, City Engineer.

21. The QBS requires the respondent to provide insurance, audit data, Affirmative Market Program, etc. Is this required of all team members including subconsultants that would constitute the Prospective Consultant, or are is the City looking for just the Prime Consultant's information?

a. All Response requirements must be submitted for each party comprising the Prospective Consultant's organization, which includes all named sub-consultants and sub-contractors. These documents will not count toward the 10-page limit.

22. Regarding Section B. Experience on Similar Projects, please confirm that 3 projects should be submitted in total for the team.

a. Yes.

23. Regarding Section D. References, please confirm that you want 5 total (per the evaluation criteria) for the team or should 5 be submitted for each team member?

a. Five total references.

24. Can SDO-Certification letters be excluded from the page count?

a. Yes.

Sincerely,



PM Vaughn
Chief Procurement Officer