

FILE NO.

**REQUEST FOR PROPOSALS FOR DESIGN SERVICES  
CAMBRIDGE, MASSACHUSETTS 02139**

Sealed proposals will be received at the Office of the Purchasing Agent, Room 303, City Hall, 795 Massachusetts Avenue, Cambridge, Massachusetts 02139 until *insert time*, on *insert date* for furnishing the following to the City of Cambridge:

**The City of Cambridge is seeking proposals from qualified Architect/Engineer firms to provide (*insert description of project*)**

Copies of the Request for Proposal may be obtained at the Office of the Purchasing Agent on and after *insert date* between the hours of 8:30 a.m. and 8:00 p.m. on Monday, 8:30 p.m. and 5:00 p.m. on Tuesday – Thursday, and 8:30 a.m. and 12:00 noon on Friday.

A pre-submission conference will be held at *insert time, insert date* in the Ackerman Room, 2<sup>nd</sup> floor, Cambridge City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139.

The successful offeror must be an Equal Opportunity Employer.

The City of Cambridge reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the best interest of the City. The City of Cambridge has established or will establish prior to negotiations a not-to-exceed fee.

**THERE MUST BE NO MENTION OF THE APPLICANT'S FEE IN THE PROPOSAL. ANY MENTION OF THE FEE WILL SUBJECT THE PROPOSAL TO REJECTION.**

Questions concerning the Request for Proposals may be submitted in writing by 5:00 p.m., *insert date* to Cynthia H. Griffin, at the address above or by fax (617-349-4008). Answers will be sent to all vendors who received the Request for Proposals through the Purchasing Office.

One original and ten (10) copies of the proposal marked "RFP for Design Services" must be received by Cynthia H. Griffin, Purchasing Agent, City of Cambridge, 795 Massachusetts Avenue, Cambridge prior to *insert time, on insert date*. Any proposals received after such time will not be accepted, unless the date and time has been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph, unless the proposals are received by the Purchasing Department by the established deadline. It is the responsibility of the applicant to assure proper and timely delivery.

Cynthia H. Griffin  
Purchasing Agent

2/27/2008