



Elizabeth Unger
Purchasing Agent

City of Cambridge

PURCHASING DEPARTMENT

SHUO WANG
Assistant Purchasing Agent for
Goods & Services

NATALIE SULLIVAN
Assistant Purchasing Agent for
Design & Construction

TO: All Bidders

FROM: City of Cambridge

DATE: August 1, 2023

**RE: File No. 11093 -- Request for Qualifications for Commissioning Agent for House
Doctor Services Addendum No. 1**

This addendum is comprised of the following:

1. Questions and Answers

The following questions were asked answered:

QUESTION 1: If all systems listed on page 7 of RFP will need to be commissioned, will sub consultants be accepted?"

ANSWER: Yes, sub consultants should be listed for each submission.

QUESTION 2: Is it acceptable to include a specialty sub-consultant for building envelope commissioning?

ANSWER: Yes, all anticipated sub consultants should be listed.

QUESTION 3: Under the overview section on page 4 of the RFQ, it states the USGBC LEED NC goal of the City's projects. The scope of services does not make mention of the additional point options available under the LEED v4.1 BD+C Enhanced Commissioning Credit: Option 1 Path 1 Enhanced Commissioning or Option 1 Path 2 – Monitoring Based Commissioning or Option 2 Building Envelope Commissioning. Should our RFQ response adhere to the scope listed in the RFQ or should we include elements of the LEED v4.1 commissioning processes not listed in the RFQ?

ANSWER: Yes, please include all scope that may be encountered through the LEED process.

QUESTION 4: Is there a point system or weighting system that will be used with the evaluation criteria?

ANSWER: No



QUESTION 5: There are two forms titled: “TRUTH-IN-NEGOTIATIONS CERTIFICATE” (pages 13 and 69) – please confirm which one to submit.

ANSWER: Submit page 13.

QUESTION 6: Are we to use the “Standard Designer Selection Application form” on pages 71-77 of the RFQ document as is, or present the requested information in the suggested format, using our own branding?

ANSWER: You must fill out the “Standard Designer Selection Application form”.

QUESTION 7: Question 6 (org chart, page 72) – can we update it according to the scope of the project?

ANSWER: The org chart must be filled in as it appears in its entirety and may be supplemented with additional information.

QUESTION 8: Question 7 (resumes) requests resume details for Key Staff. Do we need to submit the resumes separately in another format, per Section IV PROPOSAL SUBMISSION REQUIREMENTS, page 9?

ANSWER: Yes

QUESTION 9: If there are no sub-consultants on the team, do we still need to submit form 8b?

ANSWER: Yes but with “not applicable” or “none”.

QUESTION 10: Can we provide additional qualifications separately within the package, further elaborating our capabilities?

ANSWER: Prospective proposers must demonstrate the ability to provide the services described in this document, must meet all minimum criteria, and must submit a complete proposal.

All other details remain the same.

**Elizabeth Unger
Purchasing Agent**

Addendum No. 1

