

Question 1: Is it acceptable to the City of Boston Public Facilities Department if a consultant appears on several teams?

Answer: Consultants are not prohibited from being members of multiple teams competing for this project. However, because this procurement process includes a design competition component, consultants are strongly encouraged to disclose their participation on any competing team to each prime applicant before becoming a member of its team. Prime applicants are encouraged to discuss disclosure notices and potential conflicts of interest with their legal counsel.

Question 2: Is there an M/WBE requirement for consultants in the RFQ?

Answer: No. However, the application form from the Commonwealth of Massachusetts Division of Capital Asset Management (DCAM) entitled "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005" is part of the RFQ and requests applicants who are certified by the State Office of Minority and Women Business Assistance (SOMWBA) as a Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), or Minority Woman Business Enterprise (M/WBE) to provide information regarding the same.

Question 3: Regarding the City's design fees as stated in the RFQ, is this building considered a B or C rate building?

Answer: Fees are negotiated based on the fee schedule included in the RFQ. PFD gives consideration to the complexity and unique characteristics of the project when negotiating a design fee. With respect to the Dudley Square Municipal Office Facility Project, PFD anticipates negotiating a design fee between the B and C rates of PFD's fee schedule.

Question 4: In what version of AutoCAD was the drawing file "Progress Print ALTA ACSM Land Title Survey (dwg file)" created?

Answer: Autodesk Architectural Desktop 2005, dwg. file.

Question 5: Is it required for firms to have a Master File Brochure on record with the Division of Capital Asset Management in order to be eligible for this project?

Answer: A Master File Brochure on record with DCAM is not required.

Question 6: While the RFQ states that the Standard Designer Application Forms should not be modified from their original state, is it acceptable to expand the response sections to include more complete information?

Answer: It is not acceptable to modify the Standard Designer Application Forms from their original state. The information included in the Forms should be brief, but substantive. However, as noted in the City of Boston's Public Facilities Department Supplemental Requirements Package:

Optional: Applicants may provide additional information on projects listed in the application package. This may include more detailed descriptions of the project scope, photographs, plans (reduced to 8 ½" x 11"), sketches, previous experience with consulting firms and other appropriate information.

Please note that only one copy of this additional information is required as part of your submission for Phase I.

Question 7: As expressed in Section 4.0, page 10, when filling out Supplemental Forms, Joint Venture teams must combine their answers onto one form and indicate which firm completed each project. Should this approach also be used when completing section 8a of the Standard Designer Application Forms? Should each firm in the Joint Venture fill out a separate 8a form, for a total of 10 projects for that Joint Venture team?

Answer: Similar to filling out the Supplemental Requirement Forms, Joint Venture firms should combine their answers on the Standard Designer Application Forms onto one form and indicate which firm completed each project. For section 8a, these answers should be combined and completed for 5 projects in total.

Question 8: Is there an electronic copy of all RFQ materials that allows for manipulation to add text?

Answer: Yes. Applicants are able to download editable versions of the Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005 and the Public Facilities Department Designer Selection Supplemental Requirements Package from the following web site:
<http://www.cityofboston.gov/bra/Planning/PlanningInitsIndividual.asp?action=ViewInit&InitID=133>.

These forms are in Microsoft Word format and can be found under the Publications List as numbers 26 and 27.

