

Questions and Answers
Dudley Square Municipal Office Facility Project Designer Selection

Notice: Please take note that the questions below are unedited and were received by the Public Facilities Department (PFD) through the established question and answer process as outlined in the Request for Qualifications (RFQ). The process requires questions to be submitted in writing to: The Public Facilities Department Bid Counter, 26 Court Street, 10th floor, Boston, MA 02108, or by email to: bidinfo.pfd@cityofboston.gov. As detailed in the RFQ, the final day that PFD will accept questions is Thursday, October 23, 2008 by 4:00pm (eastern standard time). **No questions will be accepted after that time.**

Furthermore, in an effort to reduce redundancy, PFD is not posting questions that have previously been asked and answered. Rather, PFD directs those questioners to the answers on this list.

Question and Answer for week of September 22 – September 26, 2008

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.

Questions and Answers for the week of September 29 – October 3, 2008

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.

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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.

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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.

Questions and Answers for the week of October 6 – 10, 2008

Question 9: “Are there any required or preferred percent distributions of work to MBE, WBE, or WBE sub consultant firms?”

Answer: No.

Question 10: “With regard to the Cost Estimator role: on page 1 of the document titled "RFP/RFI/RFQ," a Cost Estimator is included in the list of required consultants for this project. We did not see a request for a cost estimate of the design. Could you clarify in what way the scope of Phase II will require the services of a Cost Estimator?”

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Answer: While a formal cost estimate is not a requirement of the Phase II Design Competition of the Designer Selection Process, a Cost Estimator is a requirement of the Design Team to be identified in the Phase I Designer Qualifications Review and Competition Shortlist submittal. Cost estimating is an important requirement of the design services to be provided by the team selected to provide full design and construction administration services, as defined by the Contract between the City of Boston Public Facilities Department and the Designer for Professional Design Services.

Question 11: "Is it possible to obtain a list of firms registered to submit qualifications for this project? Also, is it possible to obtain a list of attendees from the October 6 RFQ meeting?"

Answer: Yes. Call the Public Facilities Department Bid Counter at 617-635-4809 or email bidinfo.pfd@cityofboston.gov to obtain a current list of registered applicants. The list of attendees at the October 6, 2008 Dudley Square Municipal Office Facility RFQ Meeting can be viewed at the following web site under the heading "Publications" located toward the bottom of the screen:
<http://www.cityofboston.gov/bra/Planning/PlanningInitsIndividual.asp?action=ViewInit&InitID=133>.

Question 12: "Regarding the Dudley Square Municipal Building project - will PFD be issuing a copy of the sign-in sheet from the walkthru on the BRA website with the other documents?"

Answer: PFD has provided the list of attendees at the following web site under the heading "Publications" located toward the bottom of the screen:
<http://www.cityofboston.gov/bra/Planning/PlanningInitsIndividual.asp?action=ViewInit&InitID=133>. The original sign-in sheets can be viewed in person at the Public Facilities Department's Bid Counter, located at 26 Court Street, 10th floor, Boston, MA 02108, Monday through Friday, during the business hours of 9:00am – 12:00pm and 1:00pm – 4:00pm.

Question 13: "We have a question regarding this RFQ. If we plan on partnering with an associate architect for delivery of this project, does that associate architect need to be identified for Phase 1 of the RFQ?"

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Likewise, can determination of an associate architect be specified at final agreement/negotiations?"

Answer: If the Applicant Design Firm will not be providing the entire scope of services required for delivery of the project through completion of construction (such as if a planned Associate Architect will be developing the Construction Documents and/or providing the Construction Administration Services), the Associate Architect must be identified in the Phase I RFQ submittal.

Question 14: "We understand that teams may include consultants beyond those required as listed in RFQ Section 1.0 page 1. Must ALL consultants on the team (including those not listed in the RFQ, e.g. landscape architect et al) submit the requisite pages of the DSB Form and the Supplemental Forms A and I?"

Answer: While it may be helpful to provide such information, it is not a requirement of the RFQ process to submit the requisite pages of the DSB Form and the Supplemental Forms A and I for additional consultants beyond those required by the RFQ documents.

Question 15: "Please clarify the submission of additional materials relative to the apparently conflicting RFQ statements below:

Section 4.0 page 10/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.

Section 4.0 page 23 /Adequate room has been provided on the forms for all information required and unless specifically stated, continuation sheets may not be submitted. Beyond providing the information requested, forms must not be modified from their original state."

Answer: The statement in Section 4.0 page 10, which specifically states that Applicants may provide additional information, clarifies the statement in Section 4.0 page 23 that continuation sheets may not be submitted unless specifically stated.

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Question 16: "When might we expect to receive the Addendum?"

Answer: Addendum No.1 is being issued to all registered applicants on Monday, October 20, 2008, by email from bidinfo.pfd@cityofboston.gov. In addition, Addendum No. 1 will be posted at the following web site, under the heading "Publications," located toward the bottom of the screen:
<http://www.cityofboston.gov/bra/Planning/PlanningInitsIndividual.asp?action=ViewInit&InitID=133> on October 20, 2008.

Question 17: "The Supplemental Forms mention projects as being "performed" or "performed/completed". Can you provide clarification? Is it acceptable to submit projects that are in process (in design or under construction)?"

Answer: Yes. It is acceptable to submit projects that are in process, either in design or under construction, as long as the current project status is identified.

Question 18: "When might we expect to receive answers to the questions being submitted?"

Answer: Questions are answered on a weekly basis and posted at the following web site, under the heading "Publications," located toward the bottom of the screen:
<http://www.cityofboston.gov/bra/Planning/PlanningInitsIndividual.asp?action=ViewInit&InitID=133>. In addition, as stated in section 1.0, page 3 of the RFQ, under the heading "Questions: Guidance for submitting questions and obtaining information on questions that other Applicants may ask:" All questions and answers will be mailed to registered applicants on or before October 27, 2008. Use of the word "mailed" means via email, unless a registered applicant has indicated to the Public Facilities Department Bid Counter that such can only be received through facsimile or U.S. Postal mail.

Question 19: "The RFQ requires a technology consultant. As a clarification, should we understand that to mean information technology?"

Answer: The RFQ requires that the design team include consultant services to provide a comprehensive technological approach, including but not limited to information technology, building systems and controls, as well as emerging technologies.

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Question 20: "Are we limited to only one page for the project approach? Will additional pages be accepted?"

Answer: Project Approach response should be limited to one page as indicated on Supplemental Form J.

Question 21: "With the exception of Supplemental Forms A & I, is the prime applicant only responsible for completing the supplemental forms? Or are all consultants required to complete all forms A-I?"

Answer: The Applicant Firm is responsible for all information provided, including that regarding Consultants. However, except as otherwise indicated on Supplemental Forms A & I, the information required by Supplemental Forms A through I pertains specifically to the Applicant Firm.

Questions and Answers for the week of October 14 – 17, 2008

Question 22: "When might we expect to receive minutes from the October 6 site walkthrough?"

Answer: No minutes were taken at the October 6, 2008, Dudley Square Municipal Office Facility RFQ meeting. Rather, questions and answers were noted, and the same are posted at the following web site, located toward the bottom of the screen:
<http://www.cityofboston.gov/bra/Planning/PlanningInitsIndividual.asp?action=ViewInits&InitsID=133>

under the heading: **Questions and Answers from the October 6, 2008 Dudley Square Municipal Office Facility RFQ Meeting.**

Question 23: "I did not see instructions for filling in and assembling the DSB forms for the following project (Dudley Square Municipal Office Facility). Are instructions available? If not, should submissions follow the standard DSB instructions?"

Answer: General instructions for completing the Designer Application, including the Commonwealth of Massachusetts Division of Capital Asset Management (DCAM) Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005 and the PFD Supplemental Requirements package, are included in

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section 4.0, pages 23-24, under the heading “Instructions to Applicants for Design Work.” The forms also contain specific instructions necessary to complete each section.

Question 24: “The categories of the “Phase I Evaluation Criteria” checklist differ from the categories of information requested on the DSB Application and the Public Facilities Department Supplemental Requirements form. (e.g. the checklist rates “Projects by applicant firm that achieved LEED certification within the last three years” while the supplemental requirements form asks for LEED/sustainable project within the past five years.) How should we reconcile these differences?”

Answer: The categories of information contained in the PFD’s Phase I Evaluation Criteria form do differ from the categories of information requested in the PFD’s Supplemental Requirements Package and the Commonwealth of Massachusetts Division of Capital Asset Management (DCAM) Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005, as such are not required to specify the same information. In reference to the specific example regarding LEED/sustainable projects, while the Phase I Evaluation Criteria form includes criteria nos.11 and 12 pertaining to LEED certified projects within the last three years, such may not be the only criteria used to evaluate experience with sustainable projects. If, for example, a LEED certified project were older than three years, but not more than five years, points would not be awarded under criteria nos. 11 and 12 because the project is too old. However, an evaluator may consider that project experience relevant for the Dudley Square Municipal Office Facility project and decide to award an applicant additional points under criterion no.17, i.e., appropriateness of applicant to be selected for the project.

Question 25: “Will the extent of team members’ (including consultants) past experience working together be weighted in the evaluation process?”

Answer: Yes. PFD’s Supplemental Form K is designed to provide evaluators with information regarding a project team’s previous experience working together. This, amongst other information, will aide evaluators in awarding a rating for criterion no.16 on the Evaluation Criteria for Phase I form in section 4.0, page 26.

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Question 26: "On the DSB Application form, the org chart indicates "Project Manager for Study" and "Project Manager for Design." Can you please explain this distinction to help us formulate our team?"

Answer: A project manager for a study is the key person from an applicant firm who will lead its team in providing design services for a feasibility or programming project. A project manager for design is the key person from an applicant firm who will lead its team in providing design services for a construction project. Since this RFQ is intended to procure design services for the construction of the Dudley Square Municipal Office Facility, applicant firms are required to identify their teams' project manager for design.

Question 27: "Should we provide information on only the key team leaders for members of our architectural team, or present a more extensive team?"

Answer: The PFD's Supplemental Forms A and I require information to be provided for "key individuals" from prime and sub-consultant firms. Interpretation of those key individuals for each team is left to the applicant firm.

Question 28: "Should all consultants firms need be registered in Massachusetts?"

Answer: As specified in the published advertisement for this RFQ, "Applicants must be **Registered Architects** in accordance with the requirements of Massachusetts General Laws Chapter 7, § 38A1/2 (b)(i)-(iv)." The Commonwealth of Massachusetts Division of Capital Asset Management (DCAM) Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005, section 4.0, pages 2 -4 require providing Massachusetts registration numbers where applicable. Additionally, the PFD Supplemental Forms A and I require the identification of all applicant and sub-consultant staff, along with their Massachusetts registration numbers, who will stamp drawings. Prime applicants and sub-consultants who will stamp drawings for this project must be registered in Massachusetts.

Question 29: "Do we need to have an original signed Commonwealth of Massachusetts Designer Selection Board 2005 SUB-CONSULTANT ACKNOWLEDGEMENT form from all of our consultants?"

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Answer: No. Although there is no requirement for applicants to submit the referenced form, the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005, section 4.0, page 4, question no. 7, and the PFD Supplemental Form I, section 4.0, page 19, state that “By including a firm as a Sub-Consultant, the Prime Applicant certifies that the listed firm has agreed to work on this project, should the team be selected.”

Question 30: “I attended the site walk through on the 6th for the Dudley Square Municipal Office Building and would like to know if it is possible to arrange additional access to the site, specifically the Ferdinand Building, before the RFQ Submission.”

Answer: No. The available date for an arranged site viewing with access to the Ferdinand building was Monday, October 6, 2008.

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Question 31: “We are associating with a design architect and we will be architect of record/prime. We have an interior design department in our office and they do not have a dedicated interiors department in theirs, but generally design all of their building’s interiors. Since we plan to approach this project collaboratively, we would like to include a few of the design firm’s project interiors on our “Interiors 8b form”. Is this acceptable or do all five projects need to be ours alone since we have the registered interior designers?”

Answer: If not a legal Joint Venture, the Associate Architect’s role, qualifications and experience should be presented as any other Sub-Consultant.

Question 32: “May we include a cover letter?”

Answer: Yes.

Question 33: “Are signed subconsultant agreement forms required?”

Answer: No. However as noted in the answer to question no. 29, “...the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB

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Jurisdiction 2005, section 4.0, page 4, question no. 7, and the PFD Supplemental Form I, section 4.0, page 19, state that "By including a firm as a Sub-Consultant, the Prime Applicant certifies that the listed firm has agreed to work on this project, should the team be selected."

Question 34: "Please clarify if the following RFQ Statements are referring to the same submission of additional materials:

Designer Application Form, section 10. Use this space to provide any additional information or description of resources supporting the qualifications of your firm and that of your sub-consultant for the proposed project. If needed, up to 3 double sided 8 ½ x 11 supplementary sheets will be accepted. Applicants are required to respond specifically in this section to the areas of experience requested in the advertisement.

Supplemental Requirements Package (page 10). Optional: Applicants may provide additional information on projects listed in 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.

If they are not referring to the same additional materials, is there a page limit to the one referred to on page 10?"

Answer: Section 10 of the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005, section 4.0, page 8, is intended for the provision of additional information related to the *Prime Applicant firm and/or Sub-Consultants* if not captured elsewhere in the Designer Application.

The optional information noted in the Supplemental Requirements Package, section 4.0, page 10 is for applicant teams to provide additional information, if desired, on *projects* listed in the Designer Application under the various questions. It is acknowledged that space is limited on the forms in the Designer Application. Therefore, if applicants wish to expand on the information presented they may do so.

There is no page limit restriction for the optional information noted in the Supplemental Requirements Package, section 4.0, page 10.

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Question 35: “If Joint Venture, should one person from each firm be listed for each position (i.e. principal in charge, project manager) especially in Sections 3d, 3e, and 6 of Designer Application Form?”

Answer: Not necessarily. It would depend on how the Joint Venture is structured. As stated in the Instructions for Architects, section 4.0, page 23, “...a Joint Venture must submit a detailed statement, outlining each firm’s role and responsibilities including percentage of assigned work and a statement describing how the team will work together on this project.” Further, in the same document, section 4.0, page 24 it states “If applying as a Joint Venture, combine all answers to each question and use one form.”

Question 36: “In many cases, the one sub-consultant firm is providing services for several disciplines. Must only one project sheet (8b) be submitted per FIRM, or several per DISCIPLINE?”

Answer: Question 8b on the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005 must be completed for each discipline requested in the advertisement. The advertisement assumes there will be one sub-consultant per discipline. If one sub-consultant is providing the services for multiple disciplines, question 8b must be completed for each discipline, highlighting current and relevant projects specific to that discipline.

Question 37: “Our Executive Architect is currently getting their MA license and will not be a MA licensed architect prior to the RFQ submission, however, they will be licensed after that point.

Does the Executive Architect need to be licensed in the state of MA prior to the RFQ application? Can the Executive architect get the MA license after submitting the RFQ and prior to the determination.”

Answer: The executive architect, otherwise known as the principal architect, must be licensed in Massachusetts prior to your firm’s application submission.

Question 38: “I understand that projects listed for Section 8b can be projects that are still in process, but can they be projects which design services were completed for but never built?”

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Answer: Projects for which design services were completed but which were never built may be listed; however, the fact that such never proceeded to construction and the reason should be clearly indicated.

Question 39: "My question is would the City give both the Programming and Municipal Building projects to one firm if one firm turned out to be the most qualified to do both, or would a firm that may win the Programming commission not be considered for the Municipal Building and vice-versa."

Answer: Yes. PFD may select the same firm for the separately advertised RFQs for the Dudley Square Municipal Facility programming study and design services projects.

Question 40: "Can we include a landscape architect on our team or only those disciplines identified on page 1 of the advertisement?"

Answer: As discussed during the informational meeting on October 6, 2008: "Registered applicants may include consultant services in their submissions that are beyond those listed in the RFQ. If an applicant firm feels there is a discipline needed that is not stated in the RFQ, you are not precluded from expanding your design team."

Question 41: "On the org chart (#6), should we have individual boxes for each of the 15 disciplines requested?"

Answer: Yes, all disciplines requested in the ad should have individual boxes on the organizational chart in section 4.0, page 3 of the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005.

Question 42: "Specifically what information is expected to be provided for the proof of financial stability? (sec 4, page 24)"

Answer: As detailed in section 3.0, page 3 of the RFQ, "All applicants must provide proof of financial stability. Publicly held companies must provide copies of audited financial statements for the two most recent years. All others must provide a statement on firm letterhead describing the financial state of the firm, including authorization for the City of Boston to contact the firm's bank for reference and

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verification. This statement must include contact information for the bank reference.”

Question 43: “Can the geo-technical engineer be contracted directly to the City?”

Answer: No. The geotechnical engineer will be a Sub-Consultant to the Prime Architect for the Dudley Square Municipal Office Facility project.

Question 44: “What is meant by an “environmental” consultant – what would their scope of work be?”

Answer: The Environmental Consultant will provide all necessary project related services required to identify and specify appropriate mitigation and monitoring procedures for any existing hazardous materials encountered on site and during the construction work. The actual abatement work of such materials, or treatment or handling of any new materials brought on site during construction, would be the responsibility of the General Contractor.

Question 45: “What is meant by “fire safety” consultant? Is this fire protection?”

Answer: The Fire Safety Consultant will provide all project related fire safety engineering design services in connection with all fire protection and fire detection systems, associated egress requirements, and verification of all applicable code regulations governing same.

Question 46: “Supplemental forms. Do all the projects need to be completed, or only Forms D-E?”

Answer: Projects that have not been completed may be listed; however, their current status should be clearly indicated.

Question 47: “Although the supplemental forms are only required for the prime applicant, would it be acceptable to complete the supplemental forms for an associated architect (as long as this is clearly mentioned on the form)?”

Answer: No. The Supplemental Forms should only be completed for the Prime Applicant, unless specifically stated, such as in Supplemental Form A.

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Question 48: “Supplemental Section I is identical to the Standard Application section 7: Resumes. Is it the intent of the RFQ that the standard application show only the core disciplines and personnel, and that Supplemental Sections A & I show an expanded team with additional key members?”

Answer: Question no. 7 on the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005, section 4.0, page 4, “limits resumes to one person per discipline as requested in the advertisement.” Supplemental form A, section 4.0, page 11, asks for all key individuals from the Prime Firm and Sub-Consultants to be listed. Supplemental Form I, section 4.0, page 19, should be completed for all those individuals listed in Supplemental Form A that were not completed for Question no. 7.

Question 49: “Our question concerns Question #6, the org chart, and Question #7, which contains the following statement:

Brief Resume Of ONLY those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided on the form and limit resumes to ONE person per discipline requested in the Advertisement. Resumes should be consistent with the persons listed on the organizational chart in Question #6. Additional sheets should be provided only as required for the number of key personnel requested in the advertisement and they must be in the format provided. By including a firm as a sub-consultant, the prime applicant certifies that the listed firm has agreed to work on this project, should the team be selected.

The org chart in Question #6 asks the Prime Consultant firm to identify Principal-in-Charge, Project Manager for Study, and Project Manager for Design only. We would like to add some more Prime Consultant team members, whose work experience and roles are key to the project, to the org chart in Question 6 and include their resumes in Question 7 as additional sheets. These key personnel are integral to our core team. Is that permissible, or must we only list them in Supplemental Form A and put their resumes in Supplemental Form I?”

Answer: The organizational chart, section 4.0, page 3, should include only the Prime Firm’s Principal-in-Charge and the Project Manager for Design (Project Manager for Study is not applicable to this project, please

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see Question 26). All other key individuals should be listed on Supplemental Form A, section 4.0, page 11. Resumes for these additional key individuals should be completed in Supplemental Form I, section 4.0, page 19.

Question 50: "The response to Question 14 indicates that information from consultants beyond those required in the RFQ may be provided in the Standard Designer Application Form and Supplemental Forms. Can we assume that this response also clarifies the statement in the Designer Application form that applicants may list only the prime and sub-consultants specifically requested in the advertisement, with the result that we may list additional consultants in sections 6, 7, and 8b of that form?"

Answer: Yes.

Question 51: "On page 23 of the RFQ, the following point is made regarding the standard Designer Application Form: *If the Applicant Firm is providing services for any of the disciplines required in the advertisement, current and relevant projects must be provided specifically for those disciplines or points will not be awarded. This experience should be documented in question 8b for subconsultant experience.* Does this mean, for example, that a prime firm that is proposing to provide architecture, interior design, and landscape architecture services for the project should complete Question 8a to reflect relevant architecture projects and also two 8b pages, one for relevant interior design projects and one for landscape architecture projects?"

Answer: Yes.

Question 52: "In reference to the Design Contract 3.10.5.5 "The Designer's liability insurance coverage for errors, omissions, or negligence, shall at a minimum be an amount of at least 10% of the construction cost estimate or, alternatively, an amount equal to 100% of the design contract fee," will the insurance requirement exceed \$5,000,000?"

Answer: A designer's liability insurance coverage for errors, omissions or negligence will exceed \$5 million dollars as such is derived from the negotiated design fee rate and additional services, which equals the design contract fee. For more information regarding PFD's design contract fee, see section 4.0, page 25, entitled "Public Facilities Department Designer Fee Schedule."

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The advertised construction cost estimate is \$85 million dollars. Therefore, the minimum professional liability insurance will be \$8.5 million dollars or, alternatively, an amount equal to 100% of the design contract fee.

Question 53: "In the RFQ, Section 4.0, Page 25, The Public Facilities Department Designer Fee Schedule, are the Rate % indicated, inclusive or exclusive of direct expenses?"

Answer: Unless specifically provided for otherwise, all project associated direct expenses by the Designer, such as for printing, delivery, travel, and other similar expenditures, are included in the PFD Designer Fee Schedule, section 4.0, page 25.

Question 54: "The Bid info package states that Participants for phase II will receive a stipend of 50k. It also states that a short list of five firms will be created with three alternates. Will all eight receive the stipend?"

Answer: No. Up to five finalists will participate in the design competition and receive stipends. Up to three alternates will be chosen. In the event that a finalist does not participate in the design competition for any reason, the top rated alternate will be selected to participate in their place as one of the five finalists and receive a stipend.