

**Questions and Answers**  
**Dudley Square Municipal Office Facility Project Designer Selection**  
**Final**

**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, 10<sup>th</sup> floor, Boston, MA 02108, or by email to: [bidinfo.pfd@cityofboston.gov](mailto:bidinfo.pfd@cityofboston.gov). As detailed in the RFQ, the final day that PFD will accept questions is Wednesday, June 17, 2009 by 4:00pm (eastern 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 1: Could you please tell me the difference between the following?

- Optional additional information on projects included in the Designer Application (one copy).

and

- Section 10 of the Standard Designer Application Form

Are they both expected to be submitted, or does the Additional Info replace section 10?

Are the “projects” that are to be included in the Additional Information just for the Prime or sub-consultants as well?

Answer: The optional additional information noted in the Supplemental Requirements Package, section 4.0, page 12 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.

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.

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Applicants are expected to submit an answer to Section 10 of the Standard Designer Application Form, unless the applicant believes all information related to the Prime firm or Sub-Consultants is captured elsewhere in the Designer Application.

Submission of the optional additional information in the Supplemental Requirements Package, section 4.0, page 12, is at the discretion of the Applicant. The “projects” to be submitted can be for the Prime Applicant firm and/or their Sub-Consultants.

Question 2: How many stories is the new high rise addition expected to be?

Answer: There is no preconceived idea for the specific design or how many stories the new high-rise addition will be. The height and number of stories will be a result of a combination of factors, including the completed building program, site constraints, existing structure and neighboring influences, other City requirements, and how the design developed by the chosen designer best responds to these requirements and constraints.

Question 3: Will each principal-in-charge from both firms in a joint venture association be required to hold a current Massachusetts registration? Or will one Massachusetts registered principal-in-charge from the joint venture association be sufficient? Lastly, is a Massachusetts license required for the project manager(s) from the joint venture association?

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 5-6 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.

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Question 4: The Shortlist Evaluation Criteria #s 8-13 (Section 4.0 p25) refer to the "applicant firm" Is this term to indicate only the experience of the Prime Applicant? How does it relate to a team of architects with one firm as prime and one firm as sub-consultant?

Answer: Wherever the term "applicant firm" is used in the Shortlist Evaluation Criteria, it is intended to apply only to the Prime Applicant. It is suggested that similar experience for other members of the proposed team may be detailed in other areas of the application. As an example, refer to Question 10 on the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction 2005, in Section 4.0, page 10.

Question 5: Should the proposed project team include a permitting consultant?

Answer: 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 6: We have some questions concerning the **Standard Form to Confirm Account Balance Information with Financial institutions**, which needs to be submitted with the package. There is concern about the account numbers and balances being part of a public record.

- 1) The RFP states "All applicants must provide proof of financial stability". Does this mean the prime and all of the consultants or just the prime firm?
- 2) The RFP also mentions that this form must be submitted with the application, but the form states that the Original should be mailed to Accountant and duplicate retained by Bank. Is the Bank supposed to mail this form directly to the City of Boston?
- 3) Is the form to be mailed to the City of Boston Auditing Department or included in the package?
- 4) How is this information protected from fraud?

Answer: 1.) Proof of financial stability is only required for the prime applicant.  
2.) See Addendum #1. The Standard Form To Confirm Account Balance Information With Financial Institutions is to be completed by the Design Firm and signed with the **original** submitted with the

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Design Firm's SOQ and sent to the Public Facilities Department, Attention: Bid Counter (follow the instructions at the bottom of the page) and a **duplicate copy** of the same is to be kept by the bank.

3) Include the **original** form in the SOQ package. See answer to question # 2 above.

4) In accordance with the Massachusetts Public Records Law Exemptions, M.G.L. c. 4, section 7(26)(a-s), all information that is considered privileged will not be made public.

Question 7: We've already had our bank fill out the form that we received in the RFP package and send it back to us. Will that form be accepted or do we need to ask them to fill out this new form?

Answer: Given that no substantive changes were made to the original form, only address changes were made, you may submit the original form so long as you submit it with your SOQ to the PFD Bid Counter as detailed on the revised form distributed with Addendum #1.

Question 8: Does the joint venture formed to respond to this RFP have to be an officially created legal entity or can the submitting firms offer signed statements of intent with described roles and responsibilities in the event of being short-listed?

Answer: The joint venture has to be a legal entity. The SOQ must include the names and business addresses of each person, firm, or company that is party to the joint venture. A copy of the joint venture agreement must be included with the SOQ.

Question 9: If the same firm is providing multiple services/disciplines, should Section 8b be filled out once per firm, or various times for each discipline?

Answer: Section 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, Section 8b must be completed for each discipline, highlighting current and relevant projects specific to that discipline.

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Question 10: Is a Sub-consultant Acknowledgement Form required for all sub-consultants?

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 6, question no. 7, and PFD Supplemental Form I, section 4.0, page 21, 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 11: I have a final question to ask in regards to this Account Balance Form before the 6/17 cut off. Please indicate if it is 100% necessary to complete this form before being awarded the contract or if we can supply other information to show our company's financial stability? I am not sure why all this very specific audit-like form is needed at this stage of the process. Can someone please clarify?

Answer: As stated in the RFQ, section 3.0, page 3, “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 along with the Standard Form to Confirm Account Balance Information with Financial Institutions.” Further it states “Failure to provide this financial information will result in disqualification from further consideration.” Again, in the *Instructions to Applicants for Design Work*, section 4.0, page 3, under *Submission of Applications*, it states that proof of financial stability “must be submitted with the Designer Application in a separate, sealed envelope and be clearly marked with the name of the firm, the project title, the project number and the term ‘Financial Information’ on the envelope.”

Question 12: In the Designer Application form, is the applicant firm required to submit a separate sheet for every service the firm is providing from its in-house professionals under question 8b “*List Current and Relevant Work By Sub-Consultants,*” or can the applicant firm list

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those services in its response to 8a, column b. *“Brief Description of Project and Services”*?

Answer: As specified in the RFQ in *Instructions to Applicants for Design Work*, section 4.0, page 3, “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.”

Question 13: Will the program that is currently being developed for the building include qualitative, as well as quantitative, information?

Answer: Yes, the program will identify number of staff, types and quantities of spaces, adjacencies, office space standards and other support space requirements in the facility.

Question 14: From what I have read the project is pursuing LEED Gold Certification, which will require Commissioning (Cx) services but I did not see any mention that a specific RFP will be issued for these Cx services. Will there be a separate RFP for these services or will these be carried by someone else? If they are to be carried by someone else, will there be a short list provided to potential Cx Providers so that they can market to these potential companies?

Answer: There will not be a separate RFQ/RFP for Commissioning Services, Commissioning Services will not be provided by someone else, and there will not be a short list provided of potential Cx Providers. Refer to Article 3.7.9 of the Contract Between the City of Boston Public Facilities Department and the Designer for Professional Design Services which describe the Designer's Responsibility for Commissioning Services.

Question 15: I am wondering if the DSB signed sub-consultant forms are needed in our submittal? We understand we are to sign Supplemental Form L.

Answer: No, DSB signed sub-consultant forms are not required as part of your submittal. Please refer to question #10 for further clarification.

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Question 16: (C)ould you please clarify the meaning of "technology" as used in the first page advertisement, 5th paragraph regarding key personnel and consultants.

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.

Question 17: In Section 3.0 page 3 of the RFP, regarding financial stability, the instructions indicate that non-publically held companies need to include a statement on their financial state on letterhead of the firm and the completed Standard Form to Confirm Account Balance Information with Financial Institutions. Our controller has pointed out that, as noted on the form, we can send the Form to our financial institution and they will send the completed for to you directly (and Burt Hill doesn't received a copy) or we can submit with our proposal a letter giving authorization for the City of Boston to send the Form, but the form we include with that letter will be blank and you will need to send it. The instructions in the RFP note to include the completed form. We will not have a completed form to include. Please advise what needs to be included in the proposal.

Answer: Please refer to the answer to Question 11 in this document. For private firms, the RFQ requires that a statement on the firm's financial state along with the original Standard Form to Confirm Account Balance Information with Financial Institutions will be forwarded to PFD along with the SOQ. The firm's financial institution should keep a copy as well.