

Questions and Answers
Dudley Square Municipal Office Facility Project Designer Selection
Week Ending June 12, 2009

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 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.