

*Town of Needham, Massachusetts 02492
Invitation for Bids
Needham/Newton Community Way Feasibility Study
Project #23DPW085M*

Notice to All Prospective Bidders

ADDENDUM #1 RELEASED (October 11, 2022)

The Town received the following request for clarifications on this project:

1. Would the Town consider an extension to the proposal deadline?

Yes. The deadline has been extended to 5:00pm, Monday, October 17, 2022. Bids should be sent to the same location.

2. Is section 1 supposed to be a table of contents or an executive summary?

Section 1 of the submission should be an executive summary.

3. Do you want resumes for everyone on the team or just the key staff?

Submit resumes for everyone on the team.

4. Can you provide the following forms: bidder information response form, good faith, reference form, or if there is a form for subcontractors?

Attached is the Bidder Information Form. Attachment C is the Certificate of Good Faith; please use that form. Attached is a References Form; feel free to use that or any form that has references listed. There is not a form for subcontractors. Please submit a list of proposed subcontractors.

5. Is there a specific form that should be used for the price proposal? If so, will that be provided? If not, what structure is the Town expecting?

There is not a specific form for the price proposal. Submit a breakdown of fees by Task. As a reminder, The Price Proposal must be clearly marked "Needham/Newton Community Way Feasibility Study – PRICE PROPOSAL" and can NOT be included with the Technical Proposal. If it is included with the Technical Proposal, the bid submission is automatically considered non-responsive.

6. Some of the forms listed on page 10 to be included in the non-price proposal (Bidder Information Response, Certificate of Good Faith, Professional Reference Form, Proposed Subcontractors, Insurance Certificate) don't align with the forms provided (Certificate of f Non-Collusion, Certifications) or are not included. Will the Town clarify or be issuing these forms?

See response for Question 4.

The Town would like to make the following clarifications after the Pre-Bid:

- 1. Delete the sentence under Section 3 Part D and replace with "Engineers and consultants must be available to commence work on or about November 15, 2022."**
- 2. Submit one (1) original, five (5) copies, and one (1) electronic copy of the Technical Submission. Do NOT include the Price Proposal in the electronic copy.**
- 3. For Task 1, the selected consultant must evaluate and make recommendations for the best use of the MBTA right of way areas. They do not need to draw up terms of a lease but should indicate any considerations that may be needed in a lease.**
- 4. With regards to the feasibility of an electric busway, the selected consultant does not need to engineer or design the infrastructure for an electric bus system. They will need to explore if an electric bus option is possible, what infrastructure may be needed, and whether or not that infrastructure currently exists.**
- 5. The Town is not looking for opportunities to add parking within this study. The Town is currently in the process of awarding a contract for a Parking Study.**
- 6. The Town is not looking for the selected consultant to conduct a survey. The selected consultant will be provided any existing surveys connected to this project.**
- 7. The selected consultant will be expected to attend up to four (4) community meetings. This would include, at minimum, one (1) in Needham and one (1) in Newton. The selected consultant would also be expected to attend up to four (4) board/committee and administration meetings, including at least one (1) in Needham and one (1) in Newton.**

The above responses were prepared by or in consultation with:

Cecilia Simchak, Director of Finance/Administration for Public Services

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.