

## Addendum No. 1

DATE: November 9, 2018

Project: *WHA IQC No. 2019-01*  
**Architectural/Engineering Services  
Indefinite Quantity Contract (IQC) at  
Federal Developments**

In accordance with the Request For Qualifications (RFQ) prepared by Worcester Housing Authority.

TO: ALL RFQ HOLDERS

This Addendum No. 1 forms part of and modifies the RFQ dated October 2018. Acknowledge receipt of this Addendum in your cover letter. Failure to do so may subject the proposer to disqualification.

The attention of proposers submitting proposals for these architectural/engineering services is called to the following addendum. The items set forth herein, whether of omission, addition, substitution, or clarifications are all to be included in and form a part of the proposals submitted.

This Addendum consists of ITEMS ONE through FOUR and ATTACHMENT A, which are hereby incorporated into the RFQ:

### **REVISION TO RFQ:**

**ITEM No. 1:** QUESTIONS

INSERT: Question shall be submitted no later than Wednesday, November 21, 2018.

**ITEM No. 2:** COVER LETTER

DELETE: Include a description of your firm's experience, qualifications and understanding of the project. Refer to the Evaluation Process section for evaluation criteria which you may want to address in your cover letter. (Maximum 3 pages). Arial, 12 pt, 1.5 space, 1" Margins.

INSERT: Include a description of your firm's experience, qualifications and understanding of the project. Refer to the Evaluation Process section for evaluation criteria which you may want to address in your cover letter. Acknowledge all *Addenda* issue by the Worcester Housing Authority. (Maximum 3 pages). Arial, 12 pt, 1.5 space, 1" Margins.

**BRIEFING SESSION QUESTION/CLARIFICATIONS:**

**ITEM No. 3:**

QUESTIONS/CLARIFICATIONS:

1. QUESTION: When is the last day to submit questions?  
ANSWER: *November 21, 2018.*
2. QUESTION: Will the contract be awarded in 2019?  
ANSWER: *Yes.*
3. QUESTION: Are the project examples on page 5 of 13 of the IFQ real?  
ANSWER: *Yes.*
4. QUESTION: How does the Worcester Housing Authority (WHA) negotiate the A/E fee proposal in a Task Order Solicitation (TOS)?  
ANSWER: *The WHA identifies a modernization project and prepares an A/E cost estimate. Based on qualifications for that project, the WHA selects one A/E firm. If no agreement is reached, the WHA will cancel the TOS and initiate the process with a second firm. More information can be found on pages 2 and 3 of the RFQ.*
5. QUESTION: When do the provisions of Section 3 of the Housing and Urban Development Act of 1968 are enforced?  
ANSWER: *After the contract is sign and during the execution of a Task Order Solicitation.*
6. QUESTION: Explain how the \$500,000 limit works.  
ANSWER: *It means that the total amount billed to the WHA for basic services shall not exceed \$500,000 during the three years of the IQC contract. More information can be found on page 7 of the RFQ.*
7. QUESTION: Does the WHA assign a Project Manager to each of its projects?  
ANSWER: *Yes.*
8. QUESTION: What is the age of the WHA's properties?  
ANSWER: *WHA owns between 27 and 68 years old properties.*
9. QUESTION: Do your projects comply with M.G.L. c149 regulations?  
ANSWER: *Yes.*
10. QUESTION: Does the WHA expects energy efficient solutions in their projects?  
ANSWER: *Yes.*

11. QUESTION: Does the WHA's project abide the Massachusetts Architectural Access Board's regulations? 521 CMR (Code of Massachusetts Regulations)  
ANSWER: Yes.
12. QUESTION: What is the process of the IQC Award?  
ANSWER: *The WHA follows the procedure described in the Handbook No.7460.8 REV 2, Chapter 7 (7.3).*
13. QUESTION: What firms currently hold an IQC contract with the WHA? When is their contract ending?  
ANSWER: *On January 19, 2017, contracts were signed with CBI Consulting, Inc., Garofalo Design Associates, Inc., and Goldman Reindorf Architects Inc.*
14. QUESTION: Can a consultant working with a current IQC holder be part of our proposal team?  
ANSWER: *In the Worcester Housing Authority's opinion, it might present a conflict of interest for the consultant.*
15. QUESTION: Can the cover letter have more than three pages?  
ANSWER: No.
16. QUESTION: Is there a limit of pages to feature relevant projects?  
ANSWER: *Yes. Sections 8a and 8b of the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction.*

**QUESTION/CLARIFICATIONS VIA EMAIL:**

**ITEM No. 4:** QUESTIONS/CLARIFICATIONS:

1. QUESTION: Is it required that the firm responding to this RFQ have a Master File Brochure on file with the Massachusetts Department of Housing prior to submitting?  
ANSWER: No.
2. QUESTION: Do we need to be certified or pre-registered to work on this RFP?  
ANSWER: *The prime consultant shall be a qualified architecture or engineering firm (within the meaning of M.G.L. Chapter 7, Section 38A) with Massachusetts's registration; and include a qualified and registered architect or engineer.*
3. QUESTION: Is there a threshold for WBEW or MBE participation?  
ANSWER: *The definition and percentages can be found on page 6 of the RFQ.*

4. QUESTION: Provide a clarification as to what the services might be needed under Environmental Engineering?  
ANSWER: *An environmental engineer would be a licensed site professional (LSP), experienced in the cleanup of oil and hazardous material contamination, as set forth in Massachusetts General Law c. 21E and the Massachusetts Contingency Plan (MCP).*
5. QUESTION: Would it be possible to obtain the sign in sheet?  
ANSWER: *See Attachment A.*

The date and time for receipt of proposals remains unchanged.

All other terms and conditions of the RFQ remain unchanged.

**FAILURE TO ACKNOWLEDGE THIS ADDENDUM IN YOUR COVER LETTER  
MAY BE CAUSE FOR DISQUALIFICATION.**

**END OF ADDENDUM NO. 1**

## ATTACHMENT A

**Worcester Housing Authority**  
 Department of Modernization  
 PRE-PROPOSAL CONFERENCE



**Worcester**  
 Housing Authority

## SIGN-IN SHEET

WHA Job No: 2019-01  
 Architectural/Engineering Services  
 Indefinite Quantity Contract (IQC) at Federal Developments  
 November 7, 2018  
 10:00 A.M.

NAME	FIRM NAME	EMAIL AND PHONE
ADAM PRINCE	ZERO ENERGY DESIGN	APRINCE@ZEROENERGYDESIGN.COM 617-933-9258
ANDREW TARPILL	QA+M ARCHITECTURE	ATARPILL@QAMARCH.COM 860 677 4594 x13
ROBERT HAVELER	ARCHITECTURAL INSIGHTS	boh@architectural-insights.com 413 283 2553 x302
BETHANN ROBERTSON	LB ARCHITECTS	brobertson@llbarch.com 401-421-7715
Andrew Barr	Russo Barr Associates Inc.	abarr@russobarr.com 781-273-1537 x20
GEORGE O'NEILL	COYMAN FIGHTER DEN LEWIS ARCH.	goneill@cflarchitects.com (908) 544-2700.
Charles Hillier	AJA Architects	charles@AJAarchitects.com 781-935-2500
WAYNE O. SALO	DIXON SALO ARCHITECTS, INC.	WAYNESALO@DIXONSALOARCHITECTS, INC. 508 755 0533
DIANE HORTON	THE DESIGN ASSOCIATES	diane@thedesignteam.com 617-581-6601 x222
TOM LAM	DAI / IRO	TomLam@DAIarchitects.com 617-723-7100 ext 1058
JANIS B. MAMAYEK	ICON Architecture	jmamayek@iconarch.com 617.539.0715
MARIANA O'BRIEN	WHA	obrien@worcesterha.org (508) 635-3312

Callen Anderson WHA