

RESPONSE TO QUESTIONS

RFP 1001-27 ENGINEERING SERVICES – MILL ST/DTM

7/15/2026

Question # 1: Anticipated Notice to Proceed states “*Section VIII, Timeliness, states that Notice to Proceed is anticipated around May 1, 2026, while Section XII.A.6, Schedule, states that Notice to Proceed is expected within the first quarter of calendar year 2026. Please confirm the anticipated Notice to Proceed date respondents should use in developing the proposed project schedule.*” Given this has passed what is expected NTP date?

Answer # 1: This date is older based on previous version. Given the RFP submittal date of August 19, 2026 and the time to review the RFPs, schedule any potential interviews, and undergo the MassDOT Independent Estimator process for the fee proposal, we anticipate a NTP date of October 15, 2026.

Question # 2: Section XII.A.8 requires submission of a Certificate of Non-Collusion Form and Certificate of Tax Compliance Form. The Price Proposal instructions also require a completed Price Proposal Form. Could the City please reattach these three forms, as they do not appear to have been included with the original RFP?

Answer # 2: Price Proposal submittal should include the Certificate of Authority, the Scope of Services and Fee breakdown by task, the MassDOT Standardized Scope of Services and Work Hour Estimate Forms for Consultant Services, MassDOT Consultant’s Employee Hourly Direct Salary Rates Form, MassDOT Certificate of Indirect Costs for each Consultant and applicable Sub-Consultant.

Question # 3: Is the City willing to waive the Public Liability Insurance requirement? We do not carry this type of insurance as it is not applicable to the type of work we do.

Answer # 3: The City typically requires the following insurance requirements:

- a) Commercial General Liability - \$1,000,000 per occurrence/\$2,000,000 aggregate
- b) Excess/Umbrella Liability - \$2,000,000
- c) Automobile Liability/Combined Single Limit - \$1,000,000 (all owned, scheduled, hired, and non-owned autos)

The City is willing to waive this requirement provided MassDOT is willing to waive this requirement as this funding is from a federal earmark and as such must follow their process.

Question # 4: Can you please confirm which forms are required with submittal? Several were included on the portal that are not mentioned in the RFP, others are included in the RFP package but not listed in the required forms list, and others are listed as required (including the Price Proposal Form), but are not included in the RFP package or online.

Answer # 4: Required forms with submittal include:

- Technical Response:
 - Person of Interest Form (page 9 & 10 of bid document)
 - Certificate of Authority Form (page 11 of bid document)
 - Conflict of Interest Form (page 12 of bid document)
 - Cori Compliance Form (available on bid website)
 - REAP Program Form (available on bid website)
 - Wage Theft Prevention Certification (available on bid website)
 - Minority and Women Business Enterprise Program Form (available on bid website)
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Lower Tier Covered Transactions) and Lobbying as specified in 2 CFR part 1200 and 2 CFR part 180 (page 13 of bid document)
- Price Proposal Form
 - Certificate of Authority Form (page 11 of bid document)
 - MassDOT Standardized Scope of Services and Work Hour Estimate Forms for Consultant Services
 - MassDOT Consultant's Employee Hourly Direct Salary Rates Form
 - MassDOT Certificate of Indirect Costs

All City of Worcester forms are available in the bid document on the noted pages or as separate documents on the website:

<https://www.worcesterma.gov/finance/purchasing-bids/bids/1001-27>

Question # 5: Can References be combined with Similar Project examples or should these be provided in addition to the Similar Project examples (that include client contact information)?

Answer # 5: No, references should be separate from the project examples.

Question # 6: How would the City like us to indicate (in the Scope of Work and Price Proposal) what can be accomplished with the available budget and what will require additional funds?

Answer # 6: The Price Proposal should include a scope of services and fee breakdown for the entire project.

Question # 7: Does the City intend to seek additional funding to complete all items included in the Scope of Work?

Answer # 7: The City is committed to the project, however the goal is to fund as much of the scope of services from the \$2,500,000 amount currently committed.

Question #8: The RFP states proposers must submit a completed Price Proposal Form; however, the form doesn't appear to be attached to the RFP.

Answer # 8: Please see question and answer # 2