



The City of **WORCESTER**

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
455 Main Street, Room 201, Worcester, MA 01608
P | 508-799-1220
purchasing@worcesterma.gov

October 19, 2023

To All Proposers:

Subject: **RFP #: 8090-W4, Consultant – Resilient Community Place-Making & Miyawaki Forests / DSR**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **PLEASE SEE BELOW GENERAL PROPOSAL CLARIFICATIONS**

1. Replace the Scope of Services Subsection of the RFP with:

"Scope of Services

- A. Project Administration and Community Engagement:
 - a. Kick off and bi-weekly team meetings, and minutes of same.
 - b. Contract with up to 2 Community Liaisons from Worcester area serving vulnerable populations to assist with community education, engagement, and outreach.
 - c. Engage and Involve the Community.
 - i. Develop and implement a detailed and effective project communication plan.
 - ii. Educate community about the project and its benefits.
 - iii. Seek ideas for potential 2 Resilient Community Spaces in the designated areas with priority populations, explore feasibility of additional locations.
 - iv. Once two locations are identified, deeply engage the community in developing ideas for the design of the Resilient Community Spaces (2) that meet community needs.
 - v. Build a constituency of project supporters with a goal of them becoming involved in project implementation, take ownership of the process, and learn and share their experience.
- B. Urban Design of Two Community Resilient Spaces, and associated public engagement
 - a. Project Management associated with selecting and designing outdoor community resilient spaces with significant public engagement component.
 - b. Develop concept plans for the chosen two properties, using meaningful community engagement.



- C. Design and Implementation of Two Miyawaki Forests, and associated public engagement
 - c. Project Management.
 - d. Develop Miyawaki Forests planting plans and purchase associated plants¹.
 - e. Install the plants with the assistance of the community (expected in the spring of 2024).
 - f. Provide short-term and long-term management plans.

2. Replace Comparative Evaluation Criteria Subsection – E. Qualifications of Project Team for Community Engagement with:

E. Qualifications of Project Team for Community Engagement	
HA	Respondent demonstrate(s) superior training, educational background and work experience appropriate to community engagement. Personnel demonstrates direct recent experience of community engagement, education and outreach related to urban design for at least 3 projects in the last 6 years. Respondent provided examples demonstrating success of the outreach efforts – through such metrics as number of people engaged, diversity of participants, and/or follow-up surveys to determine if people felt the project responded to their interests/needs, or similar.
A	Respondent demonstrate(s) good training, educational background and work experience appropriate to community engagement. Personnel demonstrates direct recent experience of community engagement, education and outreach related to urban design for one or two projects in the last 6 years. Respondent provided examples demonstrating success of the outreach efforts, but without clear metrics showing number of people engaged, diversity of participants, and/or follow-up surveys to determine if people felt the project responded to their interests/needs, or similar.
NA	The Respondent's resume(s) do/does NOT demonstrate that proposer has adequate training, educational background and work experience appropriate to the work described herein.

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director

¹ The Miyawaki Forests are expected to be located on municipally owned properties, to be pre-selected by city staff, with input from the public. They are expected to be no less than 10,000 SF in size and likely located in a presently or formerly paved area (such as a large parking lot).