



July 28, 2025

To All Bidders:

Subject: **Bid No. 8494-W6, Engineering Services – Lake Ave – Bigelow Davis Parkway / DTM**

ADDENDUM NO. 1

To Whom It May Concern:

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

- **PLEASE SEE ATTACHED CHANGES IN SCOPE OF WORK / REQUIREMENTS**
- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY**

Question: On page 28, the RFP states “Total funding available for this work is currently \$500,000. Once the preliminary phase has been accepted and approval has been given approval to advance the design by the MassDOT, the City will execute the remaining phases of the contract as funds become available.” Can the City confirm whether the \$500,000 of funding noted in the RFP is intended to complete the design through PS&E or only through preliminary design?

Response: Please see addendum for revised scope language. \$500,000 is the total amount of funding currently allocated to this effort. The City is seeking scope and budget for the entire scope. Should the available funding not be sufficient to fund the entire scope of work, the City may execute the contract in phases with an initial contract phase covering work through 25 percent design at a minimum.

Question: On page 14, the RFP states “The selected team should demonstrate the ability to provide necessary construction engineering services, however the scope and fee for these services shall not be included as part of the response and will be negotiated at a later date,” but page 27 states, “Construction phase services should be included in the scope and fee.” Should construction engineering be included in the scope and fee?

Response: Please see addendum for revised scope language. While the City anticipates contracting with the designer for limited construction management services, that work will not be part of the initial phase of services and should not be included in the scope and budget.

Question: Has an RSA been conducted in this area, and if so can the resulting document be provided?

Response: A Road Safety Audit has not been conducted at the project location.



Question: The first four links on page 17 do not appear to work. Can the City please share the correct links.

Response: Correct links are as follows:

- Green Worcester Plan: <https://www.worcesterma.gov/sustainability-resilience/green-worcester>
- Mobility Action Plan (MAP): <https://www.worcesterma.gov/mobility/worcester-mobility-action-plan>
- City Parks Plans (Open Space and Recreation Plan): <https://www.worcesterma.gov/city-parks>
- Worcester Now|Next Plan: <https://www.worcesterma.gov/worcester-now-next>
- Vision Zero Safety Action Plan: <https://www.worcesterma.gov/mobility/vision-zero>

Question: Part B of the scope contradicts with the proposed synopsis regarding whether construction administration should be included in our scope and fee. Can you please confirm which is correct?

Response: Please see addendum for revised scope language. While the City anticipates contracting with the designer for limited construction management services, that work will not be part of the initial phase of services and should not be included in the scope and budget.

Question: Is a specific format or template that the City of Worcester is expecting for the Resumes and Projects for the above-referenced RFP?

Response: Proposers may choose their own format for resumes and project descriptions.

Question: For Task 5.E, will the firm submitting the proposal need a Landscape Architect on the team?

Response: Streetscape and landscape elements are aspects of the proposed project. Proposers should determine the appropriate team composition to execute the entire scope of work.

Question: Do subs need to submit a workhour estimate form that is included in the price proposal, or can this be a general breakdown with a total lump sum for now?

Response: RFP responses are required to include work hour estimates for sub-consultants with FY24 audits and send in HED form 640s as well

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

Christopher J. Gagliastro
Purchasing Director

Addendum #1 – Scope Clarifications

RFP No. 8494-W6

Task 10 under Section III(C). SCOPE OF WORK GUIDANCE is replaced in its entirety with the following:

Task 10 – Construction Phase Services 1. Construction Phase Services a. MassDOT will provide a full-time construction engineer who will serve as the Clerk of the Works. While the Consultant should expect to be the designer on record, their role will be limited to shop drawings, RFIs, signal inspections, attending site visits, etc. Construction phase services will not be included in the initial contract and should not be included in the scope and fee.

Section V. Funding is replaced in its entirety with the following:

V. Funding

With support from the CMMPO and MassDOT, the City secured \$400,000 in funding as part of the 2025-2029 TIP to redesign the intersection of Lake Avenue and Bigelow Davis Parkway. The City is supplying \$100,000 in matching funds.

The total funding currently available for this work is \$500,000.

Section A Price Proposal under VIII. Submittal Requirements is replaced in its entirety with the following:

A. Price Proposal

Proposers must submit a price proposal in accordance with the requirements specified under General Condition 38 “Submission of Proposals” in a separate, clearly marked, sealed envelope.

Respondents are encouraged to submit pricing based on MassDOT’s Standardized Scope of Service Guidance for Preparing Work Hour Estimate Forms for Consultant Services and spreadsheet.

The price proposal shall include a breakdown of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants). Labor hours and prices shall be summarized by project task, and a total estimate of labor hours and total price calculated for the entire scope of work. Indirect costs (overhead rates) shall be in conformance with the audited FAR rates reported on the firm’s Certificate of Indirect Costs filed with MassDOT. Maximum permissible net fee is 10 percent.

Please note that the City is required to conduct a third-party review of the selected consultant's operating and price proposals. This review will need to be approved by MassDOT before any contracting takes place with the selected consultant.

Section E Price Proposal under VIII. Submittal Requirements is replaced in its entirety with the following:

E. Form of Contract

This work will be contracted on a Cost-plus basis.

At its discretion, the City may elect to pursue a phased design approach by contracting for a portion of the full scope of work initially, based on projected costs and available budget at the time of contracting. Should this approach be pursued, the initial contract will cover work through 25 percent design, at a minimum, and additional phases may be authorized subject to the availability of funding and satisfactory performance under the initial phase.

The paragraph titled "Award" under section IX. SELECTION PROCESS is replaced in its entirety with the following:

Award

Any contract that may result from this procurement shall be awarded to the responsible and responsive proposer offering the most advantageous proposal, taking into consideration all evaluation criteria described herein.

At its discretion, the City may elect to pursue a phased design approach by contracting for a portion of the full scope of work initially, based on projected costs and available budget at the time of contracting. Should this approach be pursued, the initial contract will cover work through 25 percent design, at a minimum, and additional phases may be authorized subject to the availability of funding and satisfactory performance under the initial phase.