

ADDENDUM NO. 2

To

MassDevelopment Request for Qualifications

For

Specialized Economic Development, Transformative Development, and Real Estate Services

Response to Questions

Posted May 8, 2024

Q1: For clarity, would accepting a House Doctor contract preclude our company from submitting RFP requests for alternative projects through Mass Development?

A1: No, you can still submit for alternative MassDevelopment projects.

Q2: In the RFQ, under "Scope of Services", #11 - Translation services: *"This work will include translating written documents and providing live translation for community events in key languages spoken across the Commonwealth, including Spanish, Portuguese, Haitian Creole, Mandarin and Cantonese. MassDevelopment often engages communities around economic development, real estate development, placemaking, and business assistance issues. Prior experience providing translation services around these topics is a plus."*

Do you foresee a need for rush/time sensitive written translations as well as regular delivery requests? And, do you have a sense of the volume of written translations needed? (expected number of words for example).

A2: Due to the agency's various needs, we foresee a spectrum of needs that fall under this category, including but not limited to Grant Agreements, Notice of Funding Applications, and Flyers. These can range anywhere from 1 page to 30 pages. All translation requests will be sent out in a timely manner determined by the applicant's capacity and required advanced notice.

Q3: Do you typically provide documents in plain text format or are there many formats you use? Any particular design software programs?

A3: Documents will be provided in Microsoft Word for translation.

Q4: Do you have a list of any other higher-volume languages you might need in addition to the ones you listed in the RFQ?

A4: We anticipate the languages to be limited to the listed languages provided in the RFQ.

Q5: For Portuguese, do you need both Brazilian and European versions?

A5: We anticipate the regional dialect of the languages to vary depending on the city or region for which we release the translated language.

Q6: For live interpretation, do you work in specific regions in MA or could it be anywhere in the state?

A6: MassDevelopment works across the state.

Q7: Do you expect to have a need for remote and in person (onsite) interpretation or only in person?

A7: The needs will vary, but we anticipate both scenarios.

Q8: I don't have the certificates for the people I occasionally use for a diversity spend. They are on the state list and [Consultant] may already be one of the house doctors. Do you need me to track them down?

A8: Please attach all relevant certificates for sub-consultants you anticipate working with. If you don't have their certificates handy but they have an active house doctor contract with MassDevelopment, we would have their certificates.

Q9: Question D says "Approach to House Doctor Contracts". Could you provide any guidance on what you are looking for there? Perhaps a reiteration of our support for the House Doctor approach?

A9: This question refers to your typical approach, capacity, and overall working relationship with contracts. Please see Section 6 (d) on page 11.

Q10: [Consultant] wrote a report for MassDevelopment back in 2017. I'm wondering if there's a way to see if we would already be in your database? Or maybe because it's been such a long time, we need to re-apply regardless.

A10: Please submit a full application.

Q11: Knowing that we won't be eligible to apply for this round we have a question on our current House Doctor contract valid until 2026. What happens if we run out of funding under our current contract?

A11: This request is not an inquiry directly relating to this RFQ. Please refer to Article 4 of your current house doctor contract.

Q12: [Contractor] currently carries \$2,000,000 / 4,000,000 on your general liability, and he has an additional \$1,000,000 in professional liability, and I am wondering if because his GL is much higher than required is it possible to waive the Umbrella requirement? I believe that your requirements state that it is either the professional or the umbrella is that correct? He has the HNOA coverage, which is included in the Business Owners Policy; he also does not carry workers comp. He is the only employee.

A12: Correct. Umbrella liability is not required if the applicant carries a minimum of \$1 million in Professional liability.

If the applicant is the sole proprietor, workers comp is not required but should be stated in the request for modification section.

- Q13:** In Section G, it says to: *"Complete and upload Exhibit A (include Consultant Information, Narrative, Consultant's DBE Subs, and Certification) downloadable here: Exhibit C The Narrative is a required component of the proposal and responses will be evaluated as one of the RFQ criteria"* The document linked via "Exhibit C" looks like something we may fill out once we have a contract with you all - or would you like us to fill out just Part 1 for now?
- A13: A complete Exhibit C must be filled out for the application. If you aren't yet sure how much of a dollar amount will be allocated to subcontractors in Part 3 of the form, please provide an estimate or you may write in "TBD"
- Q14:** **We are currently a house doctor and our agreement ends on June 6, 2024. I have clicked the link for the application, do we need to fill out all the sections, or because we are already a house doctor we just have certain items to update (like staff resumes, insurance certificates, etc.)**
- A14: Please see Section 2 on page 3 – "Consultants who have been active MassDevelopment House Doctors within the last year will be able to submit a streamlined proposal consisting only of the information listed in Section 6 below". Please include an updated COI as this will be asked for all applicants.
- Q15:** **Questions about the insurance requirements. Some of those are things that seem more aimed at construction, real estate, and other types of contractors. Since we would be aiming mainly for placemaking and tourism, do we need all of those?**
- A15: We encourage you to apply to the RFQ with evidence of what levels of insurance you carry and what insurance you are willing to obtain to meet the requirements stated on pages 13-14. Any requests for exceptions to the insurance requirements presented in the RFQ should be included in the proposal submission. That does not guarantee, however, that any exceptions will be accepted by MassDevelopment.