

Neighborhood Target Improvement Program Questions/Answers
December 18, 2013

Ed Whitely opened up the meeting for questions and answers on the RFP-
A list of some eligible projects are listed on page 2 of the RFP along with the contact person. Every project has to be approved in writing by the designated City staff person.

Question: If we are picking up the RFP today, do we still have to sign it out?

Answer: Yes, all RFP's have to be signed out on the sign out sheet.

Question: Is this a new program?

Answer: No, the program ran about 3 years ago.

Question: For beautification projects, do they have to be permanent or seasonal? How are they maintained?

Answer: The funds can be used for initial startup of project. The maintenance of the project has to be done by the Council or other neighborhood people. Example- for planters or plant hangers- after the plants die, the Council will have to refill them.

Question: Do pictures have to be included when the RFP is submitted? Do they have to be actual pictures or can they be drawings?

Answer: Before pictures have to be included and have to be actual pictures. They cannot be sketches or illustrations.

Question: If we are doing a "Green Space" project, what has to be done?

Answer: The plans have to be approved by the Office of Planning (Scott Hanson)

Question: When we get 3 quotes, what happens if a particular City Department does not like the lowest bid?

Answer: Per Mass Chapter 30B, you have to go with the lowest quote. You will have to document why you are not using the lowest bid and the City will review and make the determination as to whether that bid can be used.

Question: Do we need to get a vote from the Council?

Answer: A letter of approval from the Council is required and must be submitted with the RFP.

Question: Do we have to apply for the entire \$10,000?

Answer: No, if your project budget is less than \$10,000 that is what you will request. The maximum amount of each grant is up to \$10,000.

Question: Can a council apply for more than one project?

Answer: Yes, they can. There is no limit.

Question: Several neighborhood councils want signage. It was asked if they can collaborate together and submit at the same time.

Answer: Yes, you can go in with other neighborhood councils.

Question: if a project is part of a “phased” project that requires additional funding, can it be funded? For example, if a project costs \$25,000 and \$10,000 is used for phase 1, can this be done if the additional funding is not in place?

Answer: Approval for this will be on a case by case basis. The Committee will determine if they feel the Council has the ability to complete the project.

Question: Can the funds be used for preparing drawings/designs?

Answer: Yes, it can be part of the budget cost for the project.

Question: Can the funds be used for staff/salaries?

Answer: No. The funds can only be used for the project directly.

Question: What forms have to be attached with the RFP and where would they be found?

Answer: All required forms are attached to the RFP and are listed out on page 7 of the RFP.