



Cambridge Housing Authority
Request for Services (RFS)
Fresh Meals Program

Addendum No. 1

Date: September 14, 2023

From: Allyah Pimentel Landestoy, Assistant Project Manager, Planning & Development

Re: Fresh Meals Program – Addendum No. 1: Scope and RFS Clarifications

Enclosed please find answers to questions posed by respondents to this RFS regarding the Project noted above. The deadline for proposals has not been extended from the indicated RFS and remains as **Thursday, September 21, 2023, by 5:00 PM.**

I. Questions and Clarifications

1) Question: Do Vendors get exclusive use of the commercial kitchen?

Answer: The Vendor will have full access to the commercial kitchen spaces.

2) Question: Can Vendors use the kitchenettes in the community rooms?

Answer: Yes. However, the kitchenettes are always open for resident use, so it must be shared with residents.

3) Question: Can the outside areas, such as the courtyard, be used for meal service?

Answer: Yes. All properties have nice outdoor spaces that can be used for meal service on days with good weather.

4) Question: Are residents looking to sit and eat? Or take meals to-go?

Answer: Both. The sit-down meals are very popular, but we also understand some residents are more reserved and want to take their meals to-go. Ideally, there will be options for residents to sit and eat and to take food with them to eat in their units.

5) Question: Who is responsible for keeping track of participants and accounting for meal service signups?

Answer: The Vendor. While the CHA staff at each site will be an integral part of the program, they cannot take on more responsibilities. CHA staff can help in whatever capacity they have, but we prefer to lean on them as little as possible. CHA Property Managers and Service Coordinators can help promote the program, but final accounting of participants is the responsibility of the Vendor.

6) Question: Which meals is the CHA interested in having? How frequent?

Answer: Lunch and dinner are usually popular, though there is interest from residents for breakfast as well.

7) Question: Is the priority to use the kitchens or to feed residents?

Answer: The priority is feeding residents. Ideally, there is at least one (1) meal daily at each property, though one weekly meal is the minimum.

8) Question: Is the expectation that the Vendor will be on site to prepare and serve meals?

Answer: Yes.

9) Question: What are the parameters around retrofits? Can the Vendor do so inside the kitchen? Outside the kitchen?

Answer: Retrofits are allowed inside the kitchen and are the responsibility of the Vendor. Plans and work will have to be reviewed and approved by the CHA at our sole discretion. Retrofits outside the kitchen may be possible but are harder to imagine and will also be reviewed and approved by the CHA at our sole discretion.

10) Question: Are there official docking stations for unloading?

Answer: No. Some sites have access to a driveway or parking lot. The CHA is happy to review site plans if the Vendor is interested in reviewing specific sites.

11) Question: Where are residents expected to be served for meal service?

Answer: Residents are expected to be served in the community rooms adjacent to the commercial kitchens at each property. On days with good weather, there are courtyards with areas for residents to eat outside, which could serve as another location for meal service.

12) Question: How many residents are expected to be fed through this program?

Answer: An estimated 20% of residents at each site will participate, but the Vendor will need to accommodate a larger participation rate if needed.

13) Question: Is the CHA interested in delivering meals to residents' units?

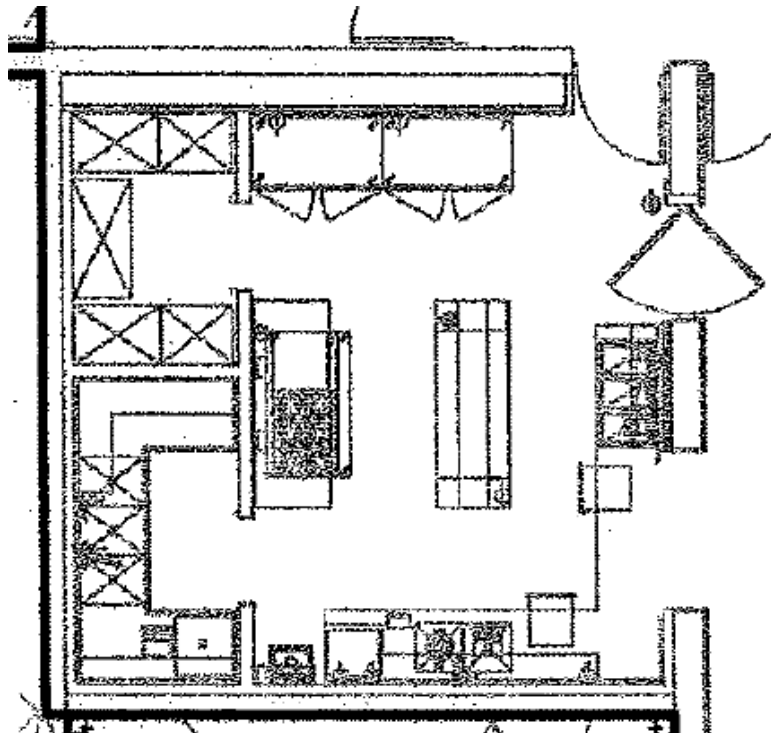
Answer: Home deliveries are not required but would be ideal for residents who cannot leave their units.

14) Question: Is the Vendor allowed to export meals from Manning or Burns? What if these meals are donated rather than sold?

Answer: No. Meals prepared at Manning and Burns must be for the exclusive use of Manning or Burns residents, respectively.

15) Question: Are there architectural plans for the LBJ commercial kitchen with equipment shown?

Answer: There is a draft plan of the LBJ commercial kitchen with equipment drawn out. See the image below.



16) Question: Are there specific types of food/cuisine of interest?

Answer: The CHA prefers a range of food/cuisines that reflect the diverse cultures of CHA residents. Ideally, the Vendor will be able to adjust meals as the program develops to react to requests and feedback from residents.

17) Question: Are there nutritional requirements for the meals? Allergen requirements? Special dietary requirements?

Answer: The Vendor is expected to prepare meals that address the nutritional needs of seniors and meet industry standards. The CHA does not currently have a count of allergens/special dietary restrictions, but we anticipate there being residents who will need these alternatives.

18) Question: Are meals required to include beverages?

Answer: Beverages are not required but are preferred.

19) Question: Are all meals expected to be pre-packaged/single serve?

Answer: There are no requirements for meals to be pre-packaged or single serve. The Vendor is expected to source all required ingredients, supplies, and culinary support staff to prepare, serve, and deliver meals to CHA residents, including setting up the community room for meals and returning the community room to good condition after meals. →

Mealtimes should provide an opportunity for residents to sit and eat together, regardless of packaging choice. The Vendor will package and serve these meals in accordance with the food safety guidelines of the appropriate governing health departments. Meals shall include appropriate non-food items such as straws, napkins, flatware, etc.

20) Question: Are cold meals (like sandwiches or salads) acceptable?

Answer: Cold meals are acceptable (especially for breakfast), but we prefer that the majority of meals are hot and fresh.

21) Question: Can meals be provided cold with the expectation that they can be reheated later by the resident?

Answer: This option is acceptable for weekend meals that are delivered on Friday to residents. This option is not for standard daily/weekly meals to be served onsite.

22) Question: Do all meals have to be served at the same time across all four (4) sites? Or can the Vendor stagger service? Does the Vendor need separate crews at each site?

Answer: Meals do not need to be served at the same times across all four (4) sites. The Vendor can stagger service to cover all sites.

23) Question: Can the Vendor utilize the kitchen space to support their business outside of the work for CHA? For example, could the Vendor also operate their catering business out of the same kitchen? Would there be any fee implications?

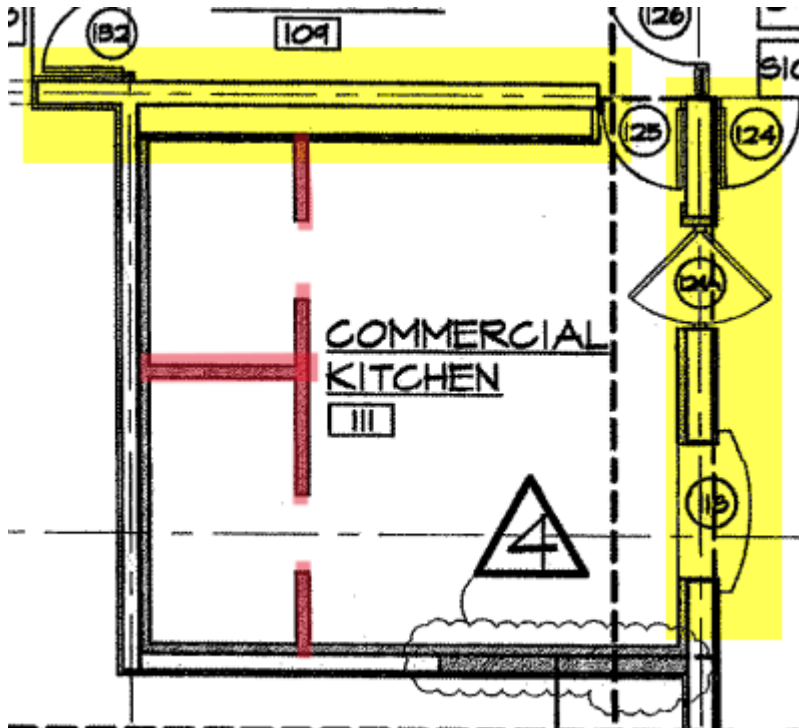
Answer: This option depends on the property. Currently, only Millers River and LBJ can support the export of meals to external organizations. Both Burns and Manning have financing restrictions that require their kitchens to be exclusively used for their residents.

24) Question: For LBJ, have there been estimates of what the cost of equipment would be to equip the kitchen in a similar fashion to the three (3) other kitchens? Is there an itemized list of the cost of equipping either Burns, Manning, or Millers River, which could serve as a proxy from the cost of outfitting LBJ?

Answer: It cost the CHA about \$130K for kitchen equipment at Millers River and about \$104K for Burns, both in 2019. An itemized list for Millers River is included as an attachment to this addendum.

25) Question: At LBJ, is the back wall separating the kitchen from the back area a structural wall? Or could it be knocked down to expand the kitchen area? Are other walls able to be taken down?

Answer: The wall separating the main kitchen space from the back storage area is a partition wall. All other walls are structural. In the image shown on the following page, the walls highlighted in yellow are structural and walls highlighted in red are partition.



26) Questions: What is the delivery frequency and number of meals currently provided at the four (4) sites by the Somerville-Cambridge Elder Services organization?

Answer: The delivery frequency and number of meals currently provided at the four (4) sites are as follows:

<p><u>Burns:</u> Congregate lunch (2x a month): 20-30 meals per service</p> <p>Meals on Wheels home deliveries (MON-FRI): 26 meals per day (18 regular, 3 Asian, 5 Mixed Caribbean/Vegetarian/Portuguese)</p>	<p><u>Manning:</u> Congregate lunch (MON-FRI): 8 meals with infrequent last-minute signups</p> <p>Meals on Wheels home deliveries (MON-FRI): 21-22 meals per week</p>
<p><u>Millers River:</u> Congregate lunch (MON-FRI): 24 meals per service</p> <p>Catered dinner (every Thursday): 30 residents</p>	<p><u>LBJ:</u> Meals on Wheels (MON-FRI): 20 meals*</p> <p><i>*Delivered by a resident volunteer</i></p>

27) Question: Are residents allowed to participate in the kitchen activity in partnership with the Vendor (either cooking or serving), either on a volunteer or paid basis?

Answer: Yes, for both a volunteer and paid basis.

28) Question: If the Vendor wanted to have food-related workshops or cooking lessons for the residents of Burns, could this activity take place in the kitchen itself? Or would it have to take place in the community room/dining area?

Answer: These activities may take place in the community room/dining area. If the Vendor is interested in using the kitchen space for these activities, the Vendor is responsible for maintaining safety protocols and any regulatory requirements regarding who has access to the kitchen. If the activities abide by the regulations, then the CHA is open to allowing residents in the kitchen space.

29) Question: During the site visits, it was noticed that the Cambridge Health Alliance has a small clinic/office at the LBJ building. Would it be conceivable to create a pilot project that would link the nutritional quality of the food provided by the Vendor with the health of CHA residents, as measured by the Cambridge Health Association?

Answer: A partnership with the Cambridge Health Alliance is conceivable. They have nutrition programs that they already run with residents that the Vendor could support/partner on. However, the Alliance staff have a full workload, so we cannot commit to a formal pilot program without talking to them and understanding more details.

II. Attachment: Schedule of Values for Millers River Kitchen Equipment

< END OF ADDENDUM NO. 1 >

II. Attachment: Schedule of Values for Millers River Kitchen Equipment

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Continuation Sheet (page 2)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 2
APPLICATION DATE: 10/26/20
PERIOD TO: 10/31/20
ARCHITECT'S PROJECT NO: 1903

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD		G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)		
1	Food service equipment	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
101	Hood item 1.0	12,830.00	0.00	0.00	0.00	0.00	0.0%	12,830.00	0.00
102	Fire suppression system item 2.0	3,970.00	0.00	0.00	0.00	0.00	0.0%	3,970.00	0.00
103	Range, 60" item 3.0	5,216.00	0.00	0.00	5,216.00	5,216.00	100.0%	0.00	260.80
104	Gas floor fryer item 4.0	5,503.00	0.00	0.00	0.00	0.00	0.0%	5,503.00	0.00
105	Convection oven item 5.0	16,623.00	0.00	0.00	0.00	0.00	0.0%	16,623.00	0.00
106	Gas connector hose kit item 6.0	717.00	0.00	0.00	717.00	717.00	100.0%	0.00	35.85
107	work table stainless steel top item 7.0	3,026.00	0.00	0.00	0.00	0.00	0.0%	3,026.00	0.00
108	deck mount faucet item 8.0	166.00	0.00	0.00	166.00	166.00	100.0%	0.00	8.30
109	shelving, wall mounted item 9.0	236.00	0.00	0.00	0.00	0.00	0.0%	236.00	0.00
110	hand sink item 10.0	292.00	0.00	0.00	0.00	0.00	0.0%	292.00	0.00
111	wall/splash mount faucet item 11.0	296.00	0.00	0.00	296.00	296.00	100.0%	0.00	14.80
112	reach in refrigerator item 13.0	13,374.00	0.00	0.00	0.00	0.00	0.0%	13,374.00	0.00
113	reach in refrigerator item 14.0	4,780.00	0.00	0.00	0.00	0.00	0.0%	4,780.00	0.00

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
114	plastic shelving unit item 15.0	2,545.00	0.00	0.00	2,545.00	2,545.00	100.0%	0.00	127.25
115	reach in refrigerator item 20.0	8,119.00	0.00	0.00	0.00	0.00	0.0%	8,119.00	0.00
116	dishtable with potsinks item 21.0	4,068.00	0.00	0.00	0.00	0.00	0.0%	4,068.00	0.00
117	prerinse faucet assembly Item 22.0	1,170.00	0.00	0.00	1,170.00	1,170.00	100.0%	0.00	58.50
118	shelving, wall mounted item 23.0	110.00	0.00	0.00	0.00	0.00	0.0%	110.00	0.00
119	pot rack item 24.0	111.00	0.00	0.00	0.00	0.00	0.0%	111.00	0.00
120	dishwasher, door type item 25.0	15,496.00	0.00	0.00	0.00	0.00	0.0%	15,496.00	0.00
121	condesate hood item 26.0	2,076.00	0.00	0.00	0.00	0.00	0.0%	2,076.00	0.00
122	dishtable , soiled L shape item 27.0	3,803.00	0.00	0.00	0.00	0.00	0.0%	3,803.00	0.00
123	disposer item 28.0	4,425.00	0.00	0.00	0.00	0.00	0.0%	4,425.00	0.00
124	work table, stainless steel top item 29.0	699.00	0.00	0.00	0.00	0.00	0.0%	699.00	0.00
125	work table, stainless steel top item 30.0	1,880.00	0.00	0.00	0.00	0.00	0.0%	1,880.00	0.00
126	transport utility cart Item 31.0	513.00	0.00	0.00	513.00	513.00	100.0%	0.00	25.65

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)		
127	warehousing and delivery item XI.0	3,765.00	0.00	0.00	0.00	0.00	0.0%	3,765.00	0.00
128	Hood hanging item X2.0	7,191.00	0.00	0.00	0.00	0.00	0.0%	7,191.00	0.00
129	Submittals item X3.0	2,000.00	2,000.00	0.00	0.00	2,000.00	100.0%	0.00	100.00
130	CR002 ASI 003 - Taxes added back into Project	7,242.00	0.00	0.00	0.00	0.00	0.0%	7,242.00	0.00
	GRAND TOTAL	\$132,242.00	\$2,000.00	\$0.00	\$10,623.00	\$12,623.00	9.5%	\$119,619.00	\$631.15

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