

## ADDENDUM No. 1

RFP No. 20-29

### PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES FOR NEW FIRE STATION 4

**Due: September 15, 2020 by 2:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes eight (8) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document must be included in the submitted proposal:**

- **Attachment C - Non-Discrimination Declaration of Compliance**
- **Attachment D - Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form**

**Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

1. The RFP mentions station alerting systems. Is the intent of the RFP to include all of the low voltages systems: Telecommunications, cable TV, security, etc. as part of the RFP response?

**Yes. The intent of the RFP is to include all low voltage systems: station alerting, telecommunications, cable TV, keycard access, and security cameras.**

2. LEED Silver has basic commission of the MEP systems in as a fundamental requirement. It is likely that most teams will look for enhanced commissioning to get additional points. Since the enhanced commissioning cannot be done by the design team, should the A/E team include a commissioning team, or will the commissioning be contracted in a different manner?

**The A/E team should include a commissioning team.**

3. Is it the goal of the city to have a net-zero design or is “LEED silver certification” the minimum requirement? If the answer is Net Zero, which of the following definitions will the City use and will the city include water in the definition of net zero:
  1. Net Zero Site Energy
  2. Net Zero Source Energy
  3. Net Zero Energy Costs
  4. Net Zero Energy Emissions

Net Zero is relatively feasible if there is enough room for total solar offset (ie covering all the paved areas with solar array) and assuming the City received an exemption for this facility like it did for station 6 from DTE (so it can still be feeding into the grid).

If it hasn't then the cost and engineering goes up significantly for energy storage systems for evening hours and to offset the reduced production during our winters.

**The building shall meet at least LEED Silver certification. We will expect the architect to evaluate cost effectiveness of the various additional net-zero options. The City of Ann Arbor, in partnership with our community and over 60 partners, is embarking on a quest to achieve a just transition to carbon neutrality, community-wide, by the year 2030. <https://www.a2zero.org/>**

4. In 1-Preliminary Design it states that: “Preliminary Design will include: architectural/Engineering Drawings (85% complete).” Normally preliminary design implies the completion of schematic design (15% complete) or design development (35 to 40% complete). 85% complete for preliminary design is not normal for an architectural project.

**The intention is to be able to respond quickly if federal economic stimulus funds are made available. Such funding was available after the 2008 recession. We want “shovel ready” plans that can be quickly awarded to a general contractor. If federal funds are not realized the City of Ann Arbor anticipates other funding sources.**

5. All architects today use at least CAD or REVIT to produce design drawings. Section C and D refer to erasable ink and mylar. “C. Preliminary drawings may be prepared utilizing reproducible or Mylar. Drawing revisions, which are normally anticipated following review of preliminary plans, shall be performed by the contractor without additional compensation except for changes in scope. D. Final design drawings shall be done in erasable ink and include a Mylar cover sheet prepared by the contractor listing all drawings included.”

**Current industry standard technologies are acceptable, including CAD or REVIT. We expect to be provided with PDFs of all plans and documents.**

6. Is the construction budget (if we understood correctly during the pre-proposal meeting \$4 to 5 million) expected to include civil works and sustainability scope (i.e. elevation of the site, excavation for geothermal system, bioretention systems, LEED silver certification improvements and net zero options)?

**We have a preliminary budget anticipated of \$4 to \$5 million which was expected to include civil works and sustainability scope including elevation of the site, excavation for geothermal system, bioretention systems, LEED silver certification improvements and net zero options.**

7. Regarding Station 4 emergency response times, will there be additional information for the architectural/engineering team upon award of the contract, or is this information expected to be collected/subcontracted to a specialist as part of the scope of work?

**The ideal architectural/engineering team will have experience with fire station design. It is not anticipated this information be collected/subcontracted to a specialist. The layout shall accommodate for internal response times (firefighters ability to reach apparatus and ready to depart).**

8. Is the exterior design -as shown as part of the RFP- an approved direction for the building design? If so, are there also any initial schematic floorplans expected to be provided upon award?

**Yes, the exterior design, as shown as part of the RFP, is an approved direction for the building design.**

**Yes, very basic initial schematic floorplans will be provided upon award. We know the building we will two stories. The expect layout is not confirmed and is preliminary only.**

9. Is the requirement for drawings delivered/printed on erasable ink and mylar paper correct?

**Current industry standard technologies are acceptable, including CAD or REVIT. We expect to be provided with PDFs of all plans and documents.**

10. Is the requirement for the contractor to retype a City-provided master format for the technical specification correct? If so, is this a City of Ann Arbor proprietary specification format, or a commercially available product?

**Page 13, Section 10. Specifications is modified to strike the following text.**

#### **10. Specifications**

**All specifications shall be prepared in a professional manner in accordance with the following criteria:**

~~**A. The City shall provide some standard guide technical specifications for editing by the contractor.**~~

~~**B. All retyping of the specifications shall be accomplished by the contractor.**~~

**C. Plans and Specifications - Prepare all plans and specifications to solicit bids for construction.**

**The architect shall work with the City on specification preparation. The City of Ann Arbor Finance Department - Purchaser will prepare the City specific bid documents for the ITB, and the vendor will be required to provide the drawings and technical specifications.**

**Due to the expected size of the drawings and technical specifications, the City is open to the architect providing a link for the interested bidders to download the drawings from the architect directly.**

11. “If the firm who completed the initial study and programming phase of the project has been excluded from responding to this RFP. If excluded, will such firm be available and able to answer questions regarding their findings to support architect’s work during the design phase?”

**The firm who completed the initial study and programming phase has not been excluded.**

12. We are a Chicago based firm, and Illinois registered, are we eligible to apply for this project?

**Yes.**

13. Can we submit to the RFP in partnership with a local Michigan firm?

**Yes.**

14. Do we fulfill the submission requirements through our own pdf template, or is there an existing template from the City of Ann Arbor which we would fill out and submit?

**Submission requirements can be fulfilled through your own PDF template as long as they address the requirements in the RFP.**

15. Is there a copy of the meeting notes or a recording from the pre-bid meeting? We had a schedule conflict and were unable to attend.

**There is not a recording. Questions raised are addressed in this addendum.**

16. Can you please confirm if the Scope of Work and Basic Services fee is to include geotechnical testing?

**Yes, geotechnical testing needs to be included.**

17. Can you please confirm if the Scope of Work and Basic Services fee is to include all required surveying such as topographical and tree surveys?

**Yes, topographical and tree surveys need to be included.**

18. Can you please confirm that a traffic study is NOT to be included in Scope of Work and Basic Services fee?

**Traffic study shall not need be included.**

19. Can you please confirm that the preliminary site plan and building design included in the RFP has been reviewed by Ann Arbor’s Planning Department? Can you please provide us with their feedback/comments?

**There has been cursory, preliminary review only, and there is no official feedback. The City of Ann Arbor Planning Department and / or Planning Commission have not granted any formal approval.**

20. Can you please tell us if the preliminary site plan and building design included in the RFP been submitted for preliminary Site Plan Approval? If so, can you please provide us with their feedback/comments?

**Nothing has been submitted for preliminary Site Plan Approval.**

21. Can you please tell us if the preliminary site plan and building design included in the RFP been submitted to Michigan's Department of EGLE for review? If so, can you please provide us with their feedback/comments?

**No, preliminary site plan and building design included in the RFP has not been submitted to Michigan's Department of EGLE for review. That needs to be included in this project.**

22. As Williams Architects prepared the preliminary program and building design for the City, will they be permitted to pursue the completion of the project?

**Williams Architects will be permitted to pursue the completion of the project.**

23. Can you please confirm that it is the City's desire to move forward with the preliminary building design contained in the RFP and that the successful firm will be expected to agree to proceed accordingly? If so, can you please confirm that Williams Architects has agreed to waive its copyrights to the building design in the event they are awarded the Contract?

**It is the City's desire to move forward with the preliminary building design contained in the RFP and that the successful firm will be expected to agree to proceed accordingly. We cannot confirm that Williams Architects has agreed to waive its copyrights to the building design in the event they are awarded the Contract.**

24. Can you please confirm that the City has established a budget of \$4.5 to \$5.0 million for the site and building construction costs?

**Funding has not been secured for construction. The projected cost is \$4.5 to \$5.0 million for the site and building construction costs. We expect the architect to determine a more precise estimate. We want to set expectations on what we are hoping to constrain costs to. This is a sub-station only and does not include other items that usually drive station costs up.**

25. Can you please tell us if the \$4.5 to \$5.0 million construction budget includes equipment, furniture, fixtures, shelving, etc.? If not, can you please tell us if the City has established a separate budget for equipment, furniture, fixtures, shelving, etc., and what the separate budget is?

**This budget includes equipment, furniture, fixtures, shelving, etc. Research has been done on fire station project costs.**

26. If the preliminary site and building design cannot be completed for \$4.5 to \$5.0 million, is the City willing to increase the construction budget?

**Funding has not been secured for construction. The projected cost is \$4.5 to \$5.0 million for the site and building construction costs. We expect the architect to determine a more precise estimate. We want to set expectations on what we are hoping to constrain costs to. This is a sub-station only and does not include other items that usually drive station costs up. The City has conducted significant research on other communities who have built similar fire stations, and it is our intention this is a realistic budget.**

27. If the City is not willing to increase the construction budget, is the City prepared to re-visit the current building?

**The current building is not an option. There are significant infrastructure issues, and it is too small.**

28. While the City expressed an interest in solar and geothermal, is the City prepared to forgo these enhanced systems if they cannot be obtained within the budget of \$4.5 to \$5.0 million?

**Solar is a requirement. The building shall meet at least LEED Silver certification. We will expect the architect to evaluate cost effectiveness of the various additional net-zero options. The City of Ann Arbor, in partnership with our community and over 60 partners, is embarking on a quest to achieve a just transition to carbon neutrality, community-wide, by the year 2030. <https://www.a2zero.org/>**

29. Can you please tell us if the solar panels shown in the preliminary drawings are intended to be solar thermal or solar photovoltaic panels?

**Solar photovoltaic panels.**

30. Can you please tell us if the City has established a projected completion date for the project?

**No projected completion date has been established. This is funding dependent.**

31. As documents are typically produced electronically today, can you please confirm that drawings are to be provided on mylar with erasable ink as described in the RFP?

**Current industry standard technologies are acceptable, including CAD or REVIT. We expect to be provided with PDFs of all plans and documents.**

32. Although the successful team is to evaluate the cost effectiveness of net-zero and/or LEED Certification for each level of LEED Certification, can you please confirm that the Basic Services fee is to be based upon pursuit of LEED Silver Certification?

**The building shall meet at least LEED Silver certification. We will expect the architect to evaluate cost effectiveness of the various additional net-zero options. The City of Ann Arbor, in partnership with our community and over 60 partners, is embarking on a quest to achieve a just transition to carbon neutrality, community-wide, by the year 2030. <https://www.a2zero.org/>**

33. Please clarify the project budget. Does the \$4m-\$5m stated at the pre-proposal meeting include design fees or is that number for construction only?

**This projected budget includes design fees.**

34. Would the evaluation be based on LEED V4 or V4.1?

**The building shall meet at least LEED Silver certification. We will expect the architect to evaluate cost effectiveness of the various additional net-zero options. The City of Ann Arbor, in partnership with our community and over 60 partners, is embarking on a quest to achieve a just transition to carbon neutrality, community-wide, by the year 2030. <https://www.a2zero.org/>**

**Based on the projected completion date: V4.1**

35. During the pre-proposal meeting you stated that this project would likely be constructed within the next 10 years, not 3 years as initially planned. Would you expect to see an escalation clause for design fees for work to be performed beyond a certain date?

**Yes, we would expect to see an escalation clause for design fees for work to be performed beyond a certain date.**

36. Has a Phase 1 Environmental Study been completed? Will this be done? And if so by whom?

**Phase 1 Environmental Study has not been completed. This is expected to be part of this project.**

37. Is there estimating required beyond Preliminary Design?

**As of now, the project delivery model is design-bid-build rather than construction manager. The City may consider a construction manager. Either way, we would like to see cost opinion updates as the design progresses.**

38. Will there be a public outreach process as part of this effort?

**Outreach will need to include the Parks Commission due to proximity to adjacent park and need to move and / or upgrade basketball court as part of this effort.**

39. Is furniture selection/FFE part of the design effort? Should fees incorporate that task?

**Yes - furniture selection/FFE is part of the design effort. Yes, fees should incorporate that task.**

40. Should integrated training features be considered in the design process?

**A training room and / or training tower is not part of this design process.**

41. Can you please verify that the Customer Service Office at 301 East Huron Street will be open for hand delivery on September 15? (We have recently experienced delivery issues due to COVID-19.)

**City Customer Service is staffed and available to receive proposals Monday through Friday, 8:00am to 5:00pm. Hand delivered bids may also be dropped off in the Purchasing drop box located in the Ann Street (north) vestibule of City Hall which is open to the public at all hours.**

42. Section II (9) Drawing Requirements requires erasable ink mylar prints. We rarely see these nowadays. Is this intended and if so who pays for printing and reproduction costs? Should we list as a reimbursable expense?

**Current industry standard technologies are acceptable, including CAD or REVIT. We expect to be provided with PDFs of all plans and documents.**

43. Regarding page 12; item 4 Preliminary Design; Bullet 3 & 5: Architectural/Site Plan Approval & Review Agency Contact and Review:

With a restrictive site this sensitive in the flood plain, we would usually suggest that site plan approval be accomplished prior to proceeding beyond 20% Design (ie Schematic

Design) because of potential changes that the Planning Committee might request that would influence the building design. Because of the desire to have a 'shovel ready' project ASAP, is the approach to proceed with design documents (85% complete) simultaneously with the Site Plan Approval Process? And if so are we expected to allow for the risk of redesign due to the Site Plan Approval Process or will the City allow for that risk?

**We are open to this recommendation of securing site plan approval prior to proceeding beyond 20% Design (ie Schematic Design) because of potential changes that the Planning Committee might request that would influence the building design. We do not want to waste time or funds on redesign. This recommendation makes sense.**

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.