



RFQ 2020-03

ADDENDUM

July 1, 2020

Supplemental Information:

The City intends to hire an Owner's Representative. Use of Owner's Representative Project Management Software will be required.

The new fire station will be the main fire station and is intended to serve the needs of the City and outlying fire district for several decades. Currently only two firefighters sleep at the station on any given shift. As the City grows, it is anticipated that as many as eight firefighters may require sleeping quarters.

Additionally, the City may someday require a police department. It is unknown at this time, but a possibility that police, fire, EMS and other public safety related services may eventually operate from the new facility. It is ideal that the facility be built to accommodate primarily fire department use but designed with enough flexibility that police or other public safety related services use may be accommodated in the future under the same roof.

Due to increasing concerns of COVID-19, submittals will not be publicly opened or read aloud following the submittal deadline as previously stated in the RFQ. The City will publish a list of SOQs timely received by the close of business on July 7, 2020. The list will be emailed to contacts and posted on the City website.

Submitted Questions & Responses

Q. Regarding the bank credit reference, is this a form completed by our bank, or is it the name of a person at the bank.

A. This can be a name provided for reference or a letter from the bank.

Q. In reviewing Attachment B, we could not find a template or form for the Financial Resources Data. Will you please provide the form you would like for us to use to submit our Financial Data?

A. Item 3.3.7A1 indicates completion of a Financial Resources Data Form is required and the form is included in Attachment B. A form for financial data was not included in the RFQ. Please answer or provide the financial information beginning on page 15 of the RFQ and label as "Financial Resources Data" and include with your submission.

Q. How many firefighters will be based in the fire station?

A. The intent is for the station to be designed with future growth in mind. The current intent is to design to accommodate a minimum of 8 firefighters working a 24-hour shift. See supplemental information section for related information.

Q. Does the city intend for the fire station to be LEED certified, or to have any environmental certification requirements?

A. No LEED certification goals, but all construction should meet or exceed all energy codes per IECC 2015.

Q. Has the project site been platted and surveyed, or will that be the responsibility of the DB team?

A. Some survey work was started approximately two years ago but was never completed. The DB Team will need to coordinate efforts to have this finished.

Q. Has a geotechnical investigation been conducted on the project site yet?

A. No.

Q. Who is involved in the SOQ selection committee?

A. The selection committee will consist of The Fire Chief, City Administrator and one City Council Member liaison. The Construction Management Firm (Owners' Agent) will assist the selection committee and may participate in the interview process in an advisory capacity. The selection committee will rank submissions, create the short list, invite proposals and make a recommendation to the City Council for final selection.

Q. Will you please send the Financial Resources Data Form for us to fill out?

A. Item 3.3.7A1 indicates completion of a Financial Resources Data Form is required and the form is included in Attachment B. A form for financial data was not included in the RFQ. Please answer or provide the financial information beginning on page 15 of the RFQ and label as "Financial Resources Data" and include with your submission.

Q. Can we get the SOQ Transmittal Letter in a word document so we can add our letterhead or put on our letterhead?

Yes, see attachment.

Q. Is it possible to submit the RFQ/SOQ electronically?

A. Electronic submissions are not permitted. For qualifications to be accepted, eight (8) printed copies of the SOQ and one digital copy on a USB drive must be received at the address listed in the RFQ on page 2 by 2:00 p.m. on Monday, July 6, 2020. Submissions may be delivered in person, by mail or by courier service but must be received by the above date and time.

Q. On the RFQ document, we can't find the deadline for RFP submission, so could we get that information?

A. Submission information is on page 2, Section 1.91. Submissions are due July 6, 2020 at 2:00 p.m.

Q. It looks like there is about 2 ½ months for design completion. Is that correct?

A. The schedule is conceptual in regard to design completion.

Q. Can the SOQ be emailed out (in light of the current COVID-19 situation) instead of being hand delivered?

A. Electronic submissions are not permitted. For qualifications to be accepted, eight (8) printed copies of the SOQ and one digital copy on a USB drive must be received at the address listed in the RFQ on page 2 by 2:00 p.m. on Monday, July 6, 2020. Submissions may be delivered in person, by mail or by courier service but must be received by the above date and time.

Q. Section 1.4.1 States "The conceptual construction cost value of this project is \$3.5 to 3.8 million dollars". Please verify this is construction cost only and does not include design/engineering fees and FF&E.

A. The conceptual cost \$3.5 to 3.8 million (total budget), which includes all design services, construction, security features, technology, furnishings, fixtures, and equipment. The city desires a turnkey price.

Q. Does the City have any HUB requirements to be met as part of this submission?

A. The City fully supports and encourages the use of HUB, SBE, MBE and WBE firms. However, no specific goals have been established/set for this project.

Q. With regards to the project team, are you expecting only the Contractor and Architect; or would you like to see the entire design team (civil, structural, MEP)?

A. Entire team including major consultants proposed to be used i.e. civil, structural, MEP, etc. Proposers should include the Contractor's PM, Superintendent and support staff as well Design professionals.

Q. Are FF&E and low voltage (security, IT, A/V) within the design scope?

A. Yes

Q. RFQ indicates firms can be disqualified for exceeding the page limit, but we do not see a maximum page count in the RFQ.

A. Please limit SOQ to a total of 65 pages, including forms, resumes, cover letter and project examples. This page count excludes Cover, tabs, and table of context.