

ADDENDUM No. 1

RFP No. 21-18

Fire Station #1 Renovation Project

Due: June 2, 2021 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 four (4) 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 should be included in 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 may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)	Change
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Page 14	As provided in RFP No. 21-18 Document: D. Fee Proposal - 20 points Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Offerors shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.
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As updated herein:
D. Fee Proposal - 20 points

All fees shall be submitted in a separate sealed envelope as part of the proposal. Offerors are encouraged to use the Fee Proposal Form provided herein.

Comment: The intent with this change is to simply clarify how fees will be provided to the City by offerors. Please use the Fee Proposal Form provided herein.

II. 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.

Question 1: Could you please clarify required information regarding the fee proposal. Do we need to submit a fee for the proposed scope of work (Fee Proposal) or our rate schedule showing discipline and hourly rate (Fee Schedule), can you provide a proposal form showing how you want the fees broken down.

Answer 1: Yes, see Fee Proposal Form attached to Addendum 1 herein.

Question 2: Will there be a walk-through available to participants, either as a group or individually by firm by appointment?

Answer 2: Any firm requesting a walk through must be scheduled two business days in advance; the firm will need to be extremely flexible with times and days. Only two people per firm will be allowed. Face masks will be required. Contact Fire Chief Mike Kennedy mkennedy@a2gov.org to schedule.

Question 3: What is the anticipated Construction Schedule? Has a tentative occupancy date been established? Construction Phase field observations on Page 12 are noted as Bi-Monthly visits, which at 10 visits would imply a construction period of 20 months. For a project of this scale, should that be Semi-Monthly visits?

Answer 3: Construction is dependent on Washtenaw Metro 911 Dispatch moving to a new location. It is anticipated for construction to start between November 1, 2021 and January 30, 2022. The construction timeline will be worked out with the awarded firm. The construction project would ideally be less than 120 days once construction begins. Visits of every 2-3 weeks upon construction start and phase would be expected.

Question 4: The attached plan is dated 2019 (Attachment A). What is the current relationship of Williams Architects to the City of Ann Arbor, and will they be proposing on this project?

Answer 4: There are no active projects between Williams Architects and the City of Ann Arbor and it is unknown at this time if they intend on submitting a response.

Question 5: There appears to be conflict in intent of the Fee Proposal. Is the intent to have a Fee Proposal (which would include total anticipated costs by project phase or area, as indicated on Page 11) or a Fee Schedule (hourly rates by personnel, how derived and what is in overhead costs, as indicated on Page 14)?

Answer 5: See Answer 1 above.

Question 6: The 15 sheet (30 pages) limit for the proposal as indicated on Page 15 excludes required attachments and resumes. Does it also exclude a cover letter, cover page,

table of contents, and separator sheets? Is there a font type or minimum font size that is preferred?

Answer 6: Yes, a cover letter, cover page, table of contents, and separator sheets will be excluded from the page limit provided in the RFP Document and there is no font type or minimum font size that is preferred by the City.

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

FEE PROPOSAL FORM

RFP# 21-18 – Fire Station #1 Renovation Project

Offeror Name: _____

The City recognizes that any fees provided by offerors in response to this RFP process are based on the information available and will be subject to negotiations with the intended awarded provider selected by the City.

Base Project Area	
Design Phase	\$
Construction Drawing Phase	\$
Bidding Phase	\$
Construction Phase	\$
A. Estimated Total for Base Project Area	\$

Supplemental Project Area	
Design Phase	\$
Construction Drawing Phase	\$
Bidding Phase	\$
Construction Phase	\$
B. Estimated Total for Supplemental Project Area	\$

Estimated Total for Base and Supplemental Project Area (A+B)	\$
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