

ADDENDUM No. 1

RFP No. 22-16

Fire Station 1 Renovation

Due: March 22, 2022 at 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 six (6) 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 D - Prevailing Wage Declaration of Compliance**
- **Attachment E - Living Wage Declaration of Compliance**
- **Attachment G - Vendor Conflict of Interest Disclosure Form**
- **Attachment H - Non-Discrimination Declaration of Compliance**

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. 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: In Finish Schedule, there is a notation of FF for the ACT finish, what does this mean?

Answer 1: FF is an abbreviation for "Factory Finish" refer to Acoustical Panel Ceilings – Section 095113 of the specifications for detail information on ACT-1

Question 2: Please provide more information on the existing emergency notification system. Are we to add/re-work existing system ? or does the entire building get a new system like the fire alarm ?

Answer 2: See drawings and specification section 283100. A complete new fire alarm for the entire building is part of the scope of work. This system is a delegated design and requirements are listed in the specs.

Question 3: Who is furnishing and installing the low voltage cabling systems?

Answer 3: The E.C. is furnishing and installing low voltage cabling. see drawings and spec section 271500

Question 4: Is there any access control requirements for this project? if so, who's system is it?

Answer 4: Yes. See electrical drawings for locations, and architectural door hardware.

Question 5: Drawings indicate "LC" for lighting control. Is there a requirement for a new lighting control system? are we tying into the existing system ? if so, who's system is it?

Answer 5: Yes, See lighting control schedule on sheet E701, along with associated drawings and specifications

Question 6: Is there any requirement for occupancy control for the new lighting? or is it all stand-alone manual control?

Answer 6: Same answer as #5.

Question 7: Will the City provide the sign-in sheet from the Mandatory Pre-Proposal Meeting?

Answer 7: Yes, the sign-in sheet and notes from the mandatory pre-proposal meeting are attached hereto.

Question 8: I am inquiring to see if I may obtain an estimated value for the following project?

Answer 8: Building permit estimated cost is \$1,000,000

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

This Report is a Record of the Meeting Held:

Date: 02/25/2022 Time: 9:00 a.m. Location: Ann Arbor Fire Station No. 1
111 North 5th Ave Ann Arbor, MI 48104

Meeting Participants: Matt Kulhanek, Fleet & Facility Manager; Mike Kennedy, Fire Chief, Greg Mason, NSA Architecture. Refer to attached sign in sheet for listing of all other participants.

OWNER KICK-OFF MEETING

The following list records items discussed at the referenced meeting.

1. Matt Kulhanek distributed the agenda and notified everyone to sign in since the meeting was mandatory. Matt introduced himself, Mike Kennedy, and Greg Mason.
2. Greg Mason provided a brief overview of the roughly 8,089 s.f. renovation scope and noted the project includes a new fire alarm system.
3. Matt reviewed key dates that bidders should be aware of including March 4th 2pm questions due; Addendum issuance the week of March 7th; Bid opening March 22nd at 2pm; Interviews 1st week of April (if scheduled); City Council Award May 16th; Notice to Proceed June and project completion 150 days from Notice to Proceed in November 2022. Bids can be mailed, dropped off after hours in the dropbox at City Hall, or delivered in person to City Hall as long as they are received by the city prior to the bid opening. Bids will be opened publicly.
4. Matt noted any exceptions to project completion date must be noted in the proposal and that the project is subject to liquidated damages of \$500 per day.
5. Matt noted the Fire Station is active and that bays we need to be kept open during all construction activities.
6. Contractor will be responsible for pulling permits but costs for permits will be paid for internally by the Fire Department. Plans have been reviewed and approved by the city. If the dumpster cannot be offloaded into the bay, it may need to go in the designated parking spot on Fifth Avenue.
7. Parking will be limited to one space on Fifth Avenue, Contractor will be responsible for making worker parking arrangements. Matt noted a city lot located at 721 N. Main that would be available with prior approval.
8. The Fire Department will allow a dumpster to be placed internally in the Mechanics Bay. Contractor shall be responsible for protecting the floor slab with ¾" plywood. If the dumpster cannot be offloaded into the bay, it will need to go in the designated parking spot on Fifth Avenue.
9. Matt noted Contractor will be provided with proxy card for building access.
10. Matt noted the elevator and adjacent stair will be the primary vertical access available to the Contractor.
11. Matt noted working hours are Mon-Sa 7am to 5pm. Any other arrangements would require approval by the City.
12. Matt noted the city would need to review and approve the Contractors safety plan.
13. Matt noted again the \$500 per day liquidated damages and noted proposals will need to include all of the required attachments listed in the RFP.
14. Matt noted the City has a living wage requirement for all workers/wages not covered by the prevailing trade wages. The living wage amounts will change at the end of April 2022, but the amount is unknown at this time. The prevailing wage determination for the project will be that in place 10 days prior to the opening of the proposals.

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15. Matt noted Bidders cannot have a conflict of interest and need to include a 5% Bid bond with their bid.
 16. Matt briefly reviewed the five areas of City's new qualification-based selection process defined under Section 3 of the RFP.
 17. Matt discussed the process for submitting alternatives to the specified products. Greg requested substitutions follow the specified procedures so all bidders can benefit from approved substitutions.
 18. Matt conducted a brief overview of the City's contract general conditions including changes, monthly progress payment (AIA format), retainage, final payment process, and waivers/affidavits.
 19. Matt stated the successful Bidder will need to provide/use the City's performance, Labor and Material Bond format.
 20. Greg reviewed the Project Manual Table of Contents and asked bidders to make sure they have all of the specified section.
 21. Greg conducted a review of all of the contract drawings.
 22. A question was issued on who the current Fire Alarm vendor is. Mike responded that the current system is no longer functional, and the manufacturer is out of business. Mike also stated the new system will be hard wired in lieu of wireless. It was further stated the old system will be removed under the project scope.
 23. A question was raised asking if the existing electrical panels were being replaced. Greg responded he believed we were reusing the existing panels but asked the bidder to issue the question as a formal RFI.
 24. A question was raised on the bid proposal format. Matt responded there was not a formal bid form and bidders were to respond to each of the 5 questions/items listed under Section 3 in a narrative format and include the remaining required documentation under the RFP.
 25. During the walk thru a question was raised if the new fire alarm conduits could be run below the garage metal suspended ceiling. The response was no that the accessible ceiling would need to remain accessible, and conduits should be run above. The existing panels snap out for access.
 26. One bidder expressed concern over vertical transport of demolished materials and internal access to the dumpster. The response was this is means and methods for the contractor to resolve.

Should any question arise after review of this report, please contact NSA Architecture.

Prepared By:

Gregory N. Mason AIA
Senior Project Manager
NSA Architecture

Pre-Proposal Meeting

RFP 22-16 – Fire Station #1 Renovation Project

1. Introductions
 - Matt Kulhanek – Fleet & Facility Manager
 - Mike Kennedy – Fire Chief
 - Architect – NSA Architecture, Greg Mason
2. Sign-in Sheet (Mandatory)
3. Brief Project Summary – NSA Architecture
4. Project Timeline
 - Questions Due – March 4, 2022 by 2:00 PM (addenda issued week of March 7th if needed)
 - Opening – March 22, 2022 at 2:00 PM
 - Anticipated Award – May 16, 2022 (City Council Approval)
 - Notice to Proceed – June 2022
 - Project Completion – November 2022 (150 calendar days from Notice to Proceed)
5. Other Items – Active Fire Station – no blocking access
 - Permits (regular and sidewalk closure)
 - Parking/Dumpster/Bldg Access/Restrooms/Safety Plan
 - Work Hours – 7a-5p M-Sa (others available with prior approval from Owner)
 - Liquidated Damages - \$500 per day
6. RFP Specifications (front ends)
 - PW/LW/Non-Discrimination/Conflict of Interest Forms, Bid Security, Bonds
 - Proposal Evaluation Process (RFP Section III)
7. RFP Specifications (technical specs and drawings) – NSA Architecture
8. Questions
9. Walkthrough

