

ADDENDUM No. 1

RFP No. 909

Request for Proposals for Architectural Services

Due: Tuesday, August 19, 2014 by 10:00 A.M.

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Architectural Services, RFP No. 909, on which proposals will be received on/or before Tuesday, August 19, 2014 by 10:00 a.m.

The information contained herein is being provided to assist potential respondents in the review 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.

Respondent is to acknowledge receipt of this Addendum No. 1 in its Proposal Submittal Letter.

I. CORRECTIONS/ADDITIONS/DELETIONS

- 1. Please substitute pages 12-14 included in this addendum for the pages in the original proposal.*
- 2. As staff will be out of the office Friday afternoon and Monday, the deadline for questions will be extended to the end of the workday on Monday, August 11.*
- 3. The pre-bid sign in sheet is included with this addendum.*

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.

Question #1: Explain the process for the RFP for Engineering Services that is also currently out for bid. Has a consultant been chosen yet?

Answer: The RFP for Engineering Services will result in having up to 3 firms under contract for 3 years – the same as the RFP for Architectural Services. Interviews for the Engineering RFP will be conducted next week.

Question #2: How will you decide whether to use Architects or Engineers for a particular project?

Answer: If the main goal of a project in a building is to update or repair the mechanical or electrical systems, most likely an engineering firm would be chosen to do the work. If the main goal is renovation, an addition to a building, or an entirely new building that might also require engineering services, then an architect would be the lead consultant and would hire sub consultants as needed.

The following questions are about the Farmers Market Concept:

Question #1: How many people would you hope to accommodate at the market for a special event?

Answer: Between 150-200 maximum.

Question #2: When a facility is rented, do they use the existing bathrooms? Would you desire to have additional bathrooms?

Answer: They do use the existing bathrooms for rentals. It would be desirable to expand the existing or have additional bathrooms.

Question #3: How big should we dream? Can the existing canopies be replaced with new structures?

Answer: The preference would be to utilize the existing structures.

Question #4: How many vendors sell at the market in winter?

Answer: Approximately 40 vendors.

Question #5: What are the sizes of the vendor spaces?

Answer: The size of the spaces under the canopies is 5' by 7' with some vendors using more than one space – average is 2-3 stalls. In the lot where vendors bring their own tents, they use standard 10' by 10' tents. Along the sidewalk, they are approximately 5' by 7' or use more lf of sidewalk.

Question #6: For a new structure, should there be 1 parking space per vendor?

Answer: Not necessarily. It may be possible to have less spaces if particular vendors can park elsewhere.

Question #7: Do you envision that the size of trucks that the vendors use in the future will change?

Answer: No – the vendors know how much produce they need to bring to sell in a day – the small box trucks are fairly standard.

Question #8: There are currently solar panels on the shelter roofs. Do you envision including more sustainable systems?

Answer: The City would certainly be open to ideas along these lines. The existing panels do help defray energy costs.

Question #9: Do you want to keep the same roofing materials for a new structure, or have something different?

Answer: Open to new materials – we would like a structure that will attract people.

Question #11: Is the master plan that was done earlier still relevant?

Answer: It got too big and grandiose, so it hasn't been useful. Need to be cognizant of designing something that can actually be built.

Question #12: Is there a budget for this?

Answer: We will be looking for matching funding, but assume for the purposes of this exercise that we have approximately \$500,000.

Question #13: How is Kerrytown involved?

Answer: they are a private entity, but will undoubtedly have opinions.

Question #14: Are you looking for more office space. Can they be smaller?

Answer: the current office space is sufficient, but it can't be smaller to function.

Question #15: Does the city own the parking lots across the street? Can they be used for events or parking?

Answer: the City does not own those lots. The lots at Community High School are used for the farmers market and for special events when school is not in session.

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

PAGES 12-14 from original proposal are to be substituted with this text:

C. FEE SCHEDULE - 20 points

Fee schedules are to include the names, titles, hourly rates, and overhead factors for those personnel that will be assigned to projects. This schedule should include a summary table of the base and loaded hourly rate for every individual proposed to work under this contract. Include a multiplier to convert base rate to fully burdened rate. The City will not cover travel costs associated with work performed under this contract. The consultants selected to be interviewed shall be capable of justifying the details of the fees relative to personnel costs, overhead, how the overhead rate is derived, material, and time.

Once consultants are selected, fee proposals will vary depending on the particular project. However, the firm is to provide an explanation of how fees will be derived for projects. The Professional Services Agreement is included in Section IV of this RFQ.

D. SAMPLE CONCEPT FOR FARMERS MARKET ENCLOSURE – 30 points

As part of the selection process, the consultant shall include a concept for enclosures for the Farmers Market and a new central building. The goal is to better understand the consultant's approach to this type of project. Factors that will be considered include creativity, similar types of projects and how this experience is relevant and informs the approach to the project. For a more complete description and background, see Section IV.

The narrative should include a maximum of 2 (either 1 two-sided page, or 2 single sided pages) pages on 8 ½ x11 paper. Conceptual sketches shall consist of one 11"x17" plan view at 1"=30', and one 11" x 17" sheet containing one or more illustrative elevations. These sketches can be simple line drawings that convey the concept.

E. AUTHORIZED NEGOTIATOR

Include the name and phone number of person(s) in the organization authorized to negotiate the Professional Services Agreement with the City.

F. INTERVIEW

The consultant selection committee will evaluate each proposal by the above-described criteria to select the firms to be interviewed. The committee may contact references to verify material submitted by the proposers. As this request for proposal covers both general qualifications and the specific concept, the interviews will focus on similar work, on the selected firm's base of expertise, and relevant experience, as well as the concept for the Farmers Market.

The selection committee will then schedule the interviews with the selected firms. The selected firms will be given the opportunity to discuss in more detail their proposals, qualifications, past experience and their fee proposal. The interviews may include up to one-half hour of presentation by the consultants, followed by approximately one-half hour of questions and answers. The consultant's interview committee shall consist of no more than three representatives of the Proposer's project team (including the person who will be project manager for this Contract). Audiovisuals aids may be used during the interviews. The interviews may be recorded by the selection committee.

The firms interviewed will then be re-evaluated by the above criteria, and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firms may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to not consider any proposal which is determined to be unresponsive and deficient in any of the information requested for evaluation.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this Request for Qualifications, a portion of the scope, or a revised scope.

SECTION IV

EVALUATION CRITERIA FARMERS MARKET ENCLOSURE CONCEPT

(paragraph D, pg.13)

As part of this RFP package, the consultant shall develop an approach to the design of enclosures for the existing structures as well as a new structure at the Farmers Market. This project is identified in the City of Ann Arbor Capital Improvements Plan, although it is not currently budgeted.

The Farmers Market is located downtown Ann Arbor, between Fourth Ave and Detroit Street next to the Kerrytown Shops. It has been in existence for over 90 years, and is a popular market and destination.

The existing structures are used year round by farmer's market vendors, as well as for special events in the spring through fall. The goal for the project is to increase year round usage and promote rentals for events.

A recent survey of vendors and market users ranked winter awnings or wind shields throughout the market as the highest priority for improvements, followed by extension of the middle aisle, and creation of a community space. For this exercise, elements should include a wind/inclement weather barrier that could be removed/rolled up/opened when not in use for the existing structures, as well as design for a new structure that would be large enough to house vendors as well as events for community use.

The weather screens solution should be extremely durable and simple to maneuver. When not in use, it should not impede traffic flow or sight lines through the facility. The placement and size of the new structure should not preclude parking by vendors at the market, and facilitate flow from the existing structures for people visiting the market.

For this concept, provide a narrative that explains your understanding and approach to the project. Explore some preliminary ideas as to how this could be accomplished fitting the current use and character, while encouraging expansion of different types of uses as well as additional events. (see page 12, section D)

The purpose of this exercise is to learn more about your approach to projects that have high community interest, your understanding of issues surrounding public parks and open spaces, and your creativity when presented with design problems. Any sketches should be simple to understand. This is a very preliminary exercise with a short timeframe, and so should be thought of more as a charrette.

Deliverables should include:

1. A narrative that explains how the farmers market project would be approached, and how you envision the structures could be enhanced through your design, as well as any concerns you might encounter.
2. Describe some projects that you have designed that you believe relate to this project, and how you will draw on that experience to design this project.
3. Outline some of the issues you might encounter in terms of existing use, compatibility of new uses with existing uses, how the market function might be improved through your design. (entire narrative for items 1-3 should be a maximum 2 single sided pages or one double sided page)
4. Some simple sketches of what you think these structures could look like, and how they could fit into the existing layout of the market. (2 – 11" x 17" pages – one plan view at 1"=30' and one 11 x 17 sheet of illustrative elevations)