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RFQ Addendum #1

Amendments to Athens County Port Authority Speculative Building RFQ Submission Requirements & Responses to Proposers' Questions

IMPORTANT PLEASE READ

Firms wishing to respond to the RFP for the speculative buildings should examine this addendum and Q & A carefully. We will be opening an additional question and answer period in consideration of the changes. Follow up questions will be accepted until 5pm est. on 2/10/2020. All questions must be submitted in writing to AthensCoRFP@athenscountyohedc.com. Answers and any additional information will be posted no later than midnight 2/14/2020.

1. Amendments to RFQ Submission Requirements

- a. **Delivery Method:** The delivery method for this RFP is Design-Bid-Build. ACPA expects the architect to be the project manager and construction administrator. Construction should be delivered using single prime general contracts that are publicly bid. The architect will assist the ACPA in preparing Solicitations for Bidding and the ACPA will publish Advertisements for Bidding. Proposed consultants shall be listed in A/E's proposals. Consultants are not required to be competitively bid out. A/E teams will be selected comprehensively as submitted in their proposals.
- b. **Fee:** Exhibit A of the addendum is a preliminary budget. Submitting firms should refer to Exhibit A as a framework for proposed fee curve and other items requested under Section D, #1-5. Requests for opinions and clarifications on the budget will be part of the selection process.
- c. **Schedule:** Submitting firms should include a proposed schedule that breaks down each design phase into milestones. ACPA will rely on the selected firm to provide recommendation re: construction timeline, budget management and anticipated occupancy date.
- d. **Contract Form:** The selected firm will enter into a standard AIA-B141 form of agreement with the ACPA.

- e. **Submission Requirements:** Please include Sections A-G (**except Section D**) in single bound volume in the following order:
- i. Sections A & B – Limit responses to fifteen (one-sided pages)
 - ii. Section C – Resumes of key staff (principals, project manager(s) and senior professional staff. Examples of up to five (5) major projects that the firm has completed in its specific discipline(s) involving major public projects in rural environments. Include the client, the name of a contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, construction cost, design costs, the dollar amount of the design fee for this firm, and the agreed fee arrangements.
 - iii. **EXCLUDE Section D from the bound volume.** NOTE: The fee proposal must be submitted in a separate, clearly marked, sealed envelope. The fees will not be opened until all proposals have been initially evaluated. Although proposed fees will be taken into account, ACPA reserves the right to negotiate a lower or different fee structure with any firm that is selected.
 - iv. Section E – Contact Information: Single page within the bound proposal.
 - v. Section F – Conflict of Interests: Include within the bound proposal.
 - vi. Section G – Non-discrimination Policy: Include within the bound proposal.
 - vii. **New “Exhibit A” Request:** Submitting firms should include a proposed schedule that breaks down each design phase into milestones. ACPA will rely on the selected firm to provide recommendation re: construction timeline, budget management and anticipated occupancy date. Include with bound proposal and mark as “Exhibit A”.

2. Responses to Proposer’ Questions

Q: Once the design-build proposals are submitted for this project, will firms be short-listed / announced prior to giving oral presentations on April 15th, or are the oral presentations guaranteed for every firm that submits?

A: *The Port Authority will make offers to give oral presentations to no more than 4 firms.*

Q: On Page 3, Building 1 is listed as Warehouse. On Page 4, Building 2 is listed as the biomedical building. Later in the RFP (Page 14), these are switched. Which are the correct designations for the buildings? We are looking to submit on both and want to ensure we have the correct numbers on the packets.

A: *Pages 3 and 14 are now consistent in listing Building #1 as Industrial Manufacturing/Warehousing and Building #2 as Biomedical Labs/Office Space.*

Q: In the submission requirements, it calls out for Sections A-E to be in a single bound volume. It also calls for Section C to be a separate appendix. Following, it calls for Section D to be in a sealed envelope. Could you provide clarification?

A: Please see Item 1.e of this Addendum.

Q: Regarding fee, could you clarify the expectations of the proposed fee curve?

A: Quality based selection process will be used to select architecture firm. Fees will then be negotiated for professional services. Please provide your proposed fee curve as a % of the estimated cost of construction, portion of fee for architectural services, portion of fee for subconsultants, etc. utilizing the draft budget (Exhibit A of Addendum) Proposals should include fee allocation by design phases and should identify any anticipated additional services and reimbursable expenses as outlined in Section III; D.

Q: Regarding fee, are there any additional expectations under Construction Administration (i.e. Hours / Week, Number of Site Visits, etc.) to help with estimates of cost?

A: Construction administrator should be on site for construction for a minimum of 6 hours/week excluding travel (weekly progress reports, walk throughs with owner, oversight of construction, etc.)

Q: On Page 13, there is mention of Attachment 1 and 2. Are these documents we are to create or are we missing something from the RFP?

A: Section III; G #3 requires two (2) attachments addressing anticipated workforce to be utilized, and anticipated participation of minority and women owned business enterprises as sub consultants. Please address as you see fit in a narrative or prepared form, etc.

Q: Page 1 of the RFP indicates the initial contract will be for the design/build of the buildings, but the overall RFP reads as design/bid/build delivery. Please confirm design and construction delivery method.

A: The delivery method for this project is design-bid-build. The selected architect will serve as project manager and construction administrator.

Q: What will be the form of contract between the Owner and Architect and is a draft or template contract available for viewing?

A: AIA-B141 contract form will be utilized for this project. A draft is not available currently.

Q: Item 15 in the Construction Documents section of the RFP indicates the Architect will be responsible for all liability with respect to the full project. Please clarify liability is limited to standard A/E services.

A: Liability is limited to standard A/E services. Architect will not be liable for contracted

construction services.

Q: In the Subcontractors section of the RFP, it notes ACPA may contract directly with subcontractor(s) and their work shall be and managed by the Architect of Record. Please clarify insurance requirements of these subcontractors (e.g. name the Architect of Record as Additional Insured).

A: Liability is limited to standard A/E services. Architect will not be liable for contracted services.

Q: Under SUBMISSION REQUIREMENTS of the RFP, it indicates no design solutions are required with the Proposals. Will design solutions be required /expected at the interview stage?

A: Only preliminary conceptual designs will be required by the time of the oral presentations on 4/15/2020.

Q: Under SUBMISSION REQUIREMENTS, Item D1 of the RFP, it asks for a proposed fee curve. Please elaborate on what this is. Is it a month-to-month cash flow projection for invoicing?

A: Quality based selection process will be used to select architecture firm. Fees will then be negotiated for professional services. Please provide your proposed fee curve as a % of the estimated cost of construction, portion of fee for architectural services, portion of fee for subconsultants, etc. utilizing the draft budget (Exhibit A of Addendum) Proposals should include fee allocation by design phases and should identify any anticipated additional services and reimbursable expenses as outlined in Section III; D.

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Q: Is there a Building Information Modeling (BIM) requirement? If so, are there standards and are they available for viewing?

A: BIM is not required for the project. Each responding firm may determine the need/use of design tools.

Q: Third paragraph mentions "design/build." In discussions with potential consultants, there has been some confusion about the intended delivery method. Can you clarify the delivery method that is intended, if one has been determined? (i.e. Design-Bid-Build, Design-Build, Construction Management, or Construction Manager at Risk)

A: The delivery method for this project is design-bid-build.

Q: There are several instances where it is noted that the contract may be altered in some form after Schematic Design phase. Can you confirm the proposal is to include all design phases?

A: *Yes, the proposal is to include all design phases.*

Q: Paragraph 9. There is a public presentation specified at the end of Schematic Design (Paragraph 5); Will a public presentation be included at the end of Design Development as well? (also referenced in Paragraph 25)

A: *No. Architecture firms will be required to give one presentation on conceptual design on 4/15/2020. They will be required to provide design development documents to the ACPA in accordance with the agreed upon schedule outlined in the form of agreement.*

Q: Paragraph 15. Is the liability referred to “with respect to the full project” intended to cover Architect’s professional services liability throughout the project? This is not intended to cover construction liability, which is the General Contractor’s responsibility, correct?

A: *Correct.*

Q: Paragraph 17. Is the intention that design firms are to competitively bid out design consultants “through an open and competitive process?” If we are competitively bidding out consultants and final consultant selections are to be made in consultation with ACPA/ACEDC, how are we to factor consultant fees into a fee proposal at this time?

A: *Proposed consultants shall be listed in A/E’s proposals. Consultants are not required to be competitively bid out. A/E teams will be selected comprehensively as submitted in their proposals.*

Q: Paragraph 18. Is the intent to have design firms submit lists of potential consultants for each type of prime subcontractor (identified in paragraph 19) from which subcontractors would be selected in consultation with ACPA/ACEDC?

A: *Proposed consultants shall be listed in A/E’s proposals. Consultants are not required to be competitively bid out. A/E teams will be selected comprehensively as submitted in their proposals.*

Q: Paragraph 18. Please clarify the ACPA’s requirements for diversity as they relate to subcontractor selection.

A: *Selected firm should recommend ways of procuring a contract that identifies disadvantaged contract businesses, however there is no minimum percentage with which they need to comply.*

Q: Paragraph 19. In reference to “scenario modeling” please provide, if possible, some parameters for us to consider in the scenario-based design method. Time frame; potential uses/users, etc.

A: This was intended for the A/E to provide alternative solutions for code compliance. For example, no need to install fire suppression system ever X feet if suppression walls are used in construction.

Q: Paragraph 24. Does the cost estimating, scheduling, etc., referred to include the construction-phase schedule? Typically the General Contractor is responsible for creating and maintaining the construction schedule.

A: Yes. We expect the Architect to act as the project manager and the construction administrator. As such, the A/E should develop a preliminary construction schedule for planning purposes and establishing milestones, but ultimately the General Contractor will be responsible for the construction schedule once contracted.

Q: Paragraph 26. Can you clarify other projects for which design firms may be required to provide services? Again, it is difficult with the parameters given for a fee structure to include an item like this.

A: Proposals should identify any anticipated additional services and reimbursable expenses.

Q: What is the project delivery method? I read design/build in the opening paragraphs but see no mention of construction management services. I also do not see any mention of bidding scope of services. Please clarify.

A: Design-Bid-Build

Q: Is there a preliminary program for the Biomedical Labs and Office? I understand this is speculative space but it is hard to propose a fee without knowing the mix of office to lab space. I would suggest providing a clarification even as simple as 50:50 office to lab or provide a programming phase in the scope of work. Also, clarification of type of lab would be helpful. Dry lab, flex lab, wet lab, all have different fee implications. Without these clarifications it may be difficult to evaluate fee and service proposed.

A: Estimating at least 25% lab space. NIH standard biosafety level 2 wet labs.

Q: If a firm wishes to submit on the design of both buildings, two separate proposals should be submitted (One for each building). Is that correct?

A: ACPA is seeking separate design proposal for the two speculative buildings. If an Architectural Firm would like to submit on both the Bill Theisen Industrial Park Speculative

*Buildings – Building #1 and Building #2, a separate independent proposal must be submitted for each speculative building. **Do not submit one proposal which includes more than one speculative building.***

Q: Is there an estimated budget established for each building at this time? If so, can those budgets be shared?

A: Attachment #1 of the addendum is a preliminary budget that submitting firms can use as a framework for proposed budgets.

Q: For support services (i.e. civil, mechanical, electrical engineering) that a firm can provide directly, which would not require a subcontractor should the qualifications in these support areas be included in the proposal/statement of qualifications? Or is it to be simply noted that these services are proposed to be self-performed?

A: Support services that can be provided directly by the architectural firm need to be included in section B of the proposal. It should include overviews of past work completed for each type of subcontract work listed in Section B-19 as well as references for the work completed.

Q: For the pricing request, is the fee curve and any hourly rates for any proposed subcontracted work to be included at this time since the RFP notes the potential for such services being contracted by ACPA directly? Or should we include only the rates/fees associated with the architectural portion of the work?

A: Proposals should include fee curves for any proposed subcontracted work and should identify any anticipated additional services and reimbursable expenses.

Q: Should the fee curve include any self-performed support services (civil, mechanical, electrical, etc.)?

A: Please include a list of anticipated additional services along with associated estimated out of pocket costs. Additional service allowances will be negotiated prior to executing contract

Q: Is it anticipated that the tenant improvements design will also be required as a part of this project? Meeting with the future tenant and designing/permitting their building specific improvements?

A: Proposals shall be for building shell development only. The Port Authority reserves to right to modify the A/E's contract to include tenant improvements in the future.

Q: Will the environmental/wetlands permitting will also be a part of the scope for this project?

A: *Yes.*

Addendum Exhibit A

Below is a preliminary estimated budget based on information collected during the due diligence study phase of the project

Category	Notes	Low Cost Estimate	High Cost Estimate
Environmental	Impacts can be handled with regrading and prohibition of groundwater use.	\$500	\$1,000
Wetland Mitigation	At least 3 acres of wetland mitigation.	\$200,000	\$280,000
Geotechnical	Front parcel: Auer cast piles to construct the office building; Assumes 70 ft piles in cost estimate.	\$750,000	\$890,000
	Larger back parcel: Excavate and replace for the larger structure	\$900,000	\$1,090,000
Phase I Cultural	Land very disturbed. No action required.	\$0	\$0
Endangered Species	Little to no trees with concerns of the Indiana Bat.	\$0	\$0
Grading	Front parcel	\$60,000	\$75,000
	Larger back parcel	\$150,000	\$185,000
Utilities	Water	\$20,000	\$30,000
	Natural Gas	\$20,000	\$28,000
	Electric	TBD	TBD
	Stormwater	\$0	\$0
	Fiber Optic	\$0	\$0
	Sanitary Sewer	\$35,000	\$50,000
Building 1	Construction 60,000 sq ft	\$4,200,000	\$5,400,000
Building 2	Construction 33,000 sq ft	\$4,620,000	\$5,280,000
	TOTAL	\$10,755,000	\$13,028,000