

## REQUEST FOR PROPOSALS

FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE RENOVATION OF HILLSIDE MANOR

### Addendum #1

**Issue Date:** November 30, 2017

It is the sole responsibility of the respondent to note the contents of this Addendum.

#### **A. Revision to Section III – Part 4 Fee Proposal:**

Please disregard and strike the first paragraph of this section regarding the preparation of a fee proposal. The review of this proposal will be based on qualifications only.

The proposal should still include ‘hourly rates for all staff, including the Consultant Team under contract resulting from this RFQ. The schedule shall include all administrative costs and reimbursable markup.’”

Once the Design Team is selected HACC will negotiate with the top-ranked firm to develop a fee proposal for Phase 1 of the Specific Scope of Services. If an agreement cannot be reached with the top-ranked firm, then HACC will enter into negotiations with the 2<sup>nd</sup>-ranked firm.

#### **B. Questions from a Potential Responder:**

- 1. Is there an established budget for the project and, if so, what is that budget?** No. HACC will look to the Design Team to assist in developing the initial scope and corresponding project budget.
- 2. Is there any roster that proposers need to sign up for or is simply reviewing your web site... all that is required?** There is not a roster. All that is required is to review the RFP documents and submit a proposal by the deadline.
- 3. Section II, Part C calls for the team to have experience with HACC Development Team, the CM/GC and property management. Does this mean proposers must have experience with HACC, with the selected CM/GC (not determined yet) and HACC’s property management group or must the proposer demonstrate experience working with a housing authority, the CM/GC process and a property management group in general?** The latter. Please describe your firm’s experience of working with these entities in general.
- 4. Section II, Part E, Paragraph 1 notes participation in Development Team meetings. What is the expected frequency of these meetings and will they be online or in person?** Once selected HACC will work with the selected firm to identify the appropriate timing and location for these meetings. They might vary depending

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on the phase of the project, but typically they might occur every other week at either the Architect's office or the project site.

**5. Will MEP be full design or design assist for future design build by the CM/GC?** HACC will look to the Design Team to assist with this decision. For the purposes of this proposal, please assume that the MEP scope will be design assist. At the completion of Phase 1, the Development Team will evaluate the proposed scope for the renovation to determine whether it is appropriate for certain disciplines to be full design or design assist.

**6. In Section V, Part D of the RFP regarding insurance, Lines 1 and 4 seem to be requesting the same thing. Please clarify what is required.** These are referring to two different types of insurance coverages. Number 1 is straight general liability (trips and falls, holes in the parking lot, slips on ice, etc.). Number 4 is employers liability (your work related bodily injury or disease that workers' comp doesn't cover).