



Lexington-Fayette Urban County Government
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray
Mayor

William O'Mara
Commissioner

ADDENDUM #2

RFP Number: **#30-2013**

Date: October 16, 2013

Subject: **Design Services for Replacement Fire Station #2**

Please address inquiries to:
Theresa Maynard (859) 258-3320

TO ALL PROSPECTIVE BIDDERS:

Please be advised of the following clarifications to the above referenced RFP:

1. Sign in sheets from 10/9/13 Pre-Proposal Meeting
2. List of clarifications
3. See attached list of Questions and Answers.
4. Revised Final Form of Proposal

Todd Slatin, Director
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your RFP.

COMPANY: _____

ADDRESS: _____

SIGNATURE OF PROPOSER: _____

RFP #30-2013 Fire Station #2
Pre-Proposal Conference Clarifications – 10/9/13

- **Scope of Work document**
 - #2, b, i. should read,” A minimum of one public meeting shall be facilitated by the Consultant during this Project. The public meeting shall be held at the end of **Phase A (Schematic Design)**...
 - #3, a, iii. should read, “The Consultant shall provide the Owner with written and graphic/visual documents displaying a concise yet comprehensive understanding of function, flexibility, and requirements of each of the disciplines as well as an understanding of how LFUCG desires to conduct business. Estimated Project costs and Project timeline shall be **provided by the Consultant** to ensure alignment with the existing Project budget and timeline.
 - #3, b, iii should read, “A Phase I Environmental Site Assessment **is in progress** for the proposed site and will be made available to the successful Consultant.
 - #3, d. should read, “Phase A Deliverables: (Five **hard** copies **and one electronic copy** to be provided as indicated below)
 - #3, d, i, 13 should read, “Phase A Cost Estimate prepared by **Consultant** to ensure alignment...
 - #4, a, iii delete, “**The Consultant shall facilitate a public meeting at the end of Design Development to include preliminary drawings and renderings of the replacement Fire Station in order to obtain sufficient feedback from the public.**”
 - #4, b. should read, “Phase B Deliverables: (Five **hard** copies **and one electronic copy** to be provided as indicated below)
 - #4, b, i, 12 should read, “Phase **B refined and fine tuned** Cost Estimate prepared by **Consultant** to ensure alignment...
 - #5, e. should read, “Phase C Deliverables: (Five **hard** copies **and one electronic copy** to be provided as indicated below)
 - #5, e, i, 4 should read, “Phase C concrete project cost estimate prepared by **Consultant** to ensure alignment...
- **Form of Proposal document**
 - Replace current Lump Sum Pricing sheet with attached revised Form of Proposal

LFUCG Fire Station No. 2

RFP Questions/[Answers](#)

1. RFP; Section 2. General Requirements; Page 3:

- a. Paragraph a.; LEED requirements: The last sentence states "The consultant is responsible for obtaining the actual certification for the building." Please clarify what this means. Do you want the consultant to submit all the paper work required to obtain the certificate and pay the registration and certification fees or just submit the paperwork?

[ANSWER: The Consultant shall submit all the required paperwork, follow the application through the process, and pay all registration and certification fees for LEED certification.](#)

- b. Paragraph e.; Commissioning agent: when it says to "involve a third party commissioning agent throughout the project" does this mean the involvement of a commissioning agent beyond what is required for the requested LEED certification?

[ANSWER: Yes, Commissioning Agent will provide Design, Construction, Acceptance, and Post Acceptance commissioning for this project.](#)

2. RFP; Section 5.1.2 For Additional Services; Pages 16 & 17:

- a. In the paragraph regarding the consultant mark up over invoiced price, the amount 10% has been inserted and in the form of proposal; section 7 Unit Pricing; paragraph c; there is a blank where proposers are to insert the same information. Is the 10% a fixed amount that needs to be used, or is it a maximum, or is there another clarification?

[ANSWER: The 10% was listed on the **SAMPLE** agreement that was included in the RFP for information only. There is not a cap on Additional Services mark up however, LFUCG reserves the right to negotiate the mark up percentage after the contract is awarded.](#)

3. RFP; Section 3. Phase A; Page 5:

- a. In paragraph d. Phase A deliverables, the requested format is an 11" x 17" page size. Typically environmental and geotechnical reports are mostly text documents on 8 ½ x 11" page size. Is it acceptable to provide these two items on an 8 ½" x 11" page size or do they need to be on an 11" x 17" page size?

[ANSWER: Plans, elevations, layouts, etc. must be submitted on 11" x 17" paper. Reports can be submitted on 8 1/2" x 11" paper.](#)

4. Form of proposal; section 2. Submittal Requirements:

- a. Paragraph c. Is there an example of what is being requested?

ANSWER: No, an explanation of how your firm tracks customer feedback is required.

- b. Paragraph d. What type of training and quality control program do you want information about?

ANSWER: Provide a copy of your firm's continuing education/professional training program. Provide a copy of your firm's quality control/quality assurance program.

- c. Paragraph j. The document lists preliminary design concepts as a requirement. Are submitters to provide design concepts for the project?

ANSWER: Proposers shall provide a narrative explaining how they will approach the project in alignment with the proposed work scope. No, design concepts are not a required submittal for the proposal.

5. Form of proposal; section 5 work plan:

- a. Paragraph a asks for a check list of deliverables. Since the rfp is for phase A and the deliverables for phase A are described on page 17, are you wanting firms to restate these items? Or do you want some type of additional information from firms?

ANSWER: Provide a list of the required deliverables and who on the project team will provide.

- b. Paragraphs e and f seem to ask for the same information. If they're not asking for the same information, can you expound on the differences in what you want to see in each paragraph.

ANSWER: Paragraph e is specific to drawing coordination and project team communication. Paragraph f refers to general quality control practices throughout the entire project.

- c. Is the work plan part of the 20 page limit?

ANSWER: Yes.

6. Form of proposal; section 6 lump sum pricing:

- a. Paragraph b. should the first sentence read "provide a firm lump sum cost..." rather than "provide firm lump sum cost..."

ANSWER: Yes.

- b. Since there is not a stated construction cost, how is a fee to be calculated as a percentage of the construction cost?

ANSWER: See revised Form of Proposal being provided elsewhere in this Addendum.

- c. Since the project phase paragraphs require a total lump sum fee and some of the fees that comprise the total lump sum fee are requested as a percentage of the construction cost, how is a lump sum fee to be calculated?

ANSWER: See revised Form of Proposal being provided elsewhere in this Addendum.

- d. The building commissioning fee is requested as a lump sum fee in all phases but phase D. Is there a reason it is not requested in the same format in all phases?

ANSWER: Typically, the cost of Construction Phase commissioning is based upon some understanding of the systems that will be included in the facility. Since this is not currently known a "not to exceed" percentage is required.

- e. In phase D the fee for the Bidding and Construction Administration portions of work are requested as lump sum numbers. Typically the fee for these items is a percentage of the construction cost, as is requested for phases B & C. Is there a reason these are requested as lump sum numbers rather than a percentage of the construction cost?

ANSWER: Phase D activities tend to be consistent across projects. Submit a lump sum price per the revised Form of Proposal

- f. In Phase D there is a separate price requested for Punch lists, Inspections & Close Out. Since these are typically tasks included in the construction administration scope is there something above and beyond the basic scope of construction administration services required for these tasks?

ANSWER: No.

7. If it is the goal in asking for fees on phases B-D is to establish a number that can be used in developing a total project cost to be used in a funding request would it not achieve this goal and be simpler to ask for a single A/E fee for all phases in the form of a percentage of the construction cost plus any additional scope items requested, such as LEED certification, Building Energy Modeling, Building Commissioning, and Data/Communications/Technology design.

ANSWER: Submit proposal pricing per the revised Form of Proposal.

8. Form of Proposal Item 3: States proposals are limited to 20 pages, excluding required LFUCG forms. Is this 20 - two sided pages or one sided pages?

ANSWER: Single-sided.

9. Item 2. General Requirements of the RFP states that one public meeting shall be held at the end of Phase B Design Development while in Section 3, Phase A.IV. states that a the consultant shall facilitate a public meeting at the end of Schematic Design in order to receive public feedback. Please clarify the meetings that are required in Phases A and B.

ANSWER: See pre-proposal meeting clarifications.

10. Item 3. Phase A. Programming/Space Utilization - iii. of the RFP requests written and graphic/visual documents, please clarify the requested documents and visual graphics required to demonstrate the process of how to work with LFUCG's business conduct and process.

ANSWER: Refer to the entire Item 3 narrative in general and the list of Phase A deliverables specifically.

11. Please clarify if the selected consultant will be responsible for writing the program during phase A for owner review and validation?

ANSWER:: Yes.

12. Please clarify the next steps for the selection process for the project.

ANSWER: Proposals will be opened publically on October 28 at 2:00pm. The selection committee will review the proposals and reserve the right to "short list" and interview if deemed necessary.

13. The RFP states that Phase A will be implemented initially, please clarify that fees are being requested for project phases A-C.

ANSWER: Yes, fees are being requested for Phases A through D. See revised Form of Proposal.

14. May we visit the current existing Fire Station #2?

ANSWER: No.

15. May we contact individuals in Fire Prevention who are not involved with this project?

ANSWER: No.

Phase A Design Services for Replacement Fire Station #2

Request for Proposal No. 30-2013

Form of Proposal (revised 10.16.13)

Consultant:

Address:

1. General

- a. The undersigned Consultant, having read and examined the specifications and associated documents for the above designated work, affirms agreement to complete all work in accordance with the contract documents.
- b. The selected Successful Consultant (SC) shall verify all mentioned requirements in these contract documents. The SC shall confirm in writing any discrepancies found within one week of being informed of successful proposal.
- c. The undersigned agrees that this proposal constitutes a firm offer to LFUCG which cannot be withdrawn for one hundred twenty (120) calendar days from and after the stated closing time, or until a contract is fully executed by LFUCG and a third party, whichever occurs earlier.
- d. The Consultant shall include Technical Information as required herein.

2. Submittal Requirements: Interested firms are encouraged to submit their qualifications which will include the information below. Failure to comply with this requirement may lead in disqualification of the Consultant's proposal:

- a. Signed cover letter stating interest in the project. The cover letter should indicate the proposer's willingness to enter into an agreement with the LFUCG. An officer of the company who has authority to commit their firm to the proposed project must sign the letter.
- b. Additional company information to be provided shall include company history, key management members, major accomplishments, inter-company or third party alliances or partnerships, and any major pending litigation and facts of the case(s).
- c. Narrative on how customer satisfaction is tracked.
- d. Copies of written training program and quality control program.
- e. Provide the current number of employees and employee types.

- f. Statement of general firm qualifications and capacity which should include firm location, where the work will be performed, and the firm's background and demonstrated ability to perform the required services for this project.
 - g. Project Team list including sub consultants indicating key professionals that will be specifically assigned to work on this project. Identify project manager. Detailed resumes for the key professionals and project manager should be included with the proposal. Describe team members' educational background, related experience, experience in providing like services to governmental entities, and individual references within such entities. Describe how the team has worked together on similar projects in the past.
 - h. Summary of firm's recent (5 year) experience in similar/representative projects including construction costs and references.
 - i. Conflict of Interest Statement clearly stating the proposer has no conflicts of interest in providing professional services on the project.
 - j. Approach to project inclusive of proposed work scope, preliminary design concepts, approach, and related considerations.
 - k. Ability to meet required deadlines including demonstrating the ability to integrate this project into the firm's present workload (provide current and projected staff workload data).
 - l. References: names and contact information of previous clients on similar projects within the past five (5) years with a description of the type of project completed on schedule and on budget. A minimum of three references is required.
3. Proposals will be limited to 20 pages not including the required LFUCG documents. Proposals in excess of 20 pages single-sided pages in length may not be considered.
 4. Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. LFUCG assumes no responsibility for such costs. LFUCG reserves the right to waive any formality in the submitted statements of qualifications, to reject any and all statements of qualifications or to re-advertise for additional statements of qualifications.
 5. **Work Plan:** Consultant shall provide a plan to complete the work described herein in submitted proposal. Included in work plan shall be:
 - a. A check list of what specific deliverables will be provided at each design phase and/or milestone and what discipline in their team will provide that deliverable.
 - b. A specific budget and schedule to complete services described herein.
 - c. An explanation of the communication/documentation and collaboration plan.
 - d. A team plan on sustainable design.
 - e. An explanation of the approach that will be used to assure quality and well coordinated documents between all disciplines.
 - f. An explanation of the team Quality Control Program from design through construction administration.

6. Lump Sum Pricing

- a. All Lump Sum Pricing shall include all direct labor and supervision necessary to complete the item in a manner that meets or exceeds the customer's satisfaction. It shall also include the labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc. disposal fees tool allowance, equipment, materials, profit and all other costs used on the job.
- b. Provide Firm Lump Sum Cost for providing LFUCG with services as noted in these specifications.

<u>Phase A Cost (Total Cost of Services Below)</u>	\$ _____
Programming/Space Utilization:	\$ _____
Geotechnical Survey and Report:	\$ _____
Environmental Survey and Report:	\$ _____
Schematic Design:	\$ _____
Building Commissioning:	\$ _____
Building Energy Model:	\$ _____

The LFUCG reserves the right to negotiate the following fees with the selected Consultant for Phase A or solicit new proposals for Phases B – D. Phase B - D proposals shall be valid for 12 months from contract award.

<u>Phase B Cost (Total Cost of Services Below)</u>	\$ _____
Design Development: (percentage of construction costs)	_____ %
Building Commissioning:	\$ _____

<u>Phase C Cost (Total Cost of Services Below)</u>	\$ _____
Construction Documents: (percentage of construction costs)	_____ %
Building Energy Model:	\$ _____
LEED Certification:	\$ _____
Building Commissioning:	\$ _____
Data/Communications/Technology Designer:	\$ _____

<u>Phase D Cost (Total Cost of Services Below)</u>	\$ _____
Bidding Assistance:	\$ _____
Construction Administration:	\$ _____
Building Commissioning: (not to exceed percentage of construction budget)	_____ %
Punch List, Inspections, & Close Out:	\$ _____

7. Unit Pricing

- a. LFUCG reserves the right to increase or decrease frequencies of unit cost i.e., each task and / or services under this agreement. If Additional Services are requested, the base contract may be increased and/or decreased on the basis of these proposed unit rates. No price adjustments will be made, unless mutually agreed to in advance or as a result of temporary conditions (defined as 30 days or less from the date of the last invoice).
- b. All Unit Pricing Hourly Rates shall include all direct labor, any supervision required, labor payroll costs, overhead (such as unemployment taxes, general liability insurance, rent, utilities, phones, supplies, administrative salaries, F.I.C.A. sick and vacations, etc.) disposal fees tool allowance, equipment, materials, profit and all other costs used on the job.

<u>Title/Skill Level</u>	<u>Hourly Rate</u>
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR
_____	_____ \$/HR

- c. Additional Services may require procurement beyond the base contract. Procurement shall comply with the specifications set forth herein. The Consultant markup over the invoiced price shall be _____ %