



Lexington-Fayette Urban County Government
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray
Mayor

William O'Mara
Commissioner

ADDENDUM #2

RFP Number: **#28-2013**

Date: October 23, 2013

Subject: **Design Services for Replacement Senior Citizens Center**

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 the 10/18/13 Pre-Proposal Meeting
2. See attached list of Questions and Answers.
3. See attached Revised Form of Proposal dated October 17, 2013, which was originally attached to Addendum #1, and is attached again here for vendors' convenience. **All pricing for this RFP must be submitted on this 10/17/13 Revised Form of Proposal.** Failure to use this attached Revised Form of Proposal will deem the RFP as non-responsive, and will result in the rejection of the RFP.
4. The design for the new center should:
 - Accommodate multiple generations of older adults.
 - Incorporate design principles that address changing sensory and physical needs of an aging population.
 - Offer an interior space of adequate size to including dedicated office space and flexible programmatic space.
 - Integrate internal and external use of the environment for therapeutic, leisure and social activities.
 - Use the latest technology in an integrated, coordinated system.
5. Other considerations:
 - Space flexibility will be important
 - There will be several outside agencies residing in the building
 - There are no plans for a prep kitchen in the new center; only a catering (warming) kitchen
 - Lighting selection should consider low vision needs
 - Flooring materials should be carefully selected with regards to falls
 - Generous restroom size and convenient locations will be important
 - Gender break down is about 74% female and 26% male
 - Parking for new center should be considered in front of the building for ease of access



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: _____

Questions & Answers for RFP#28-2013

October 23, 2013

Is there a proposed budget for the facility?

ANSWER: No, there is not yet a proposed budget for this facility.

Is there a proposed square footage for the new facility?

ANSWER: The RFP states 35,000 to 45,000 square feet. (Page 1 of the Scope of Work in the RFP documents.)

Form of Proposal Item 2.d. Regarding Training Program:

Under Submittal Requirements, Item 2.d, in the Form of Proposal, it is asked that we include "Copies of written training program and quality control program." Would it be possible to clarify what is meant by training program? We have documentation that we believe addresses this item, but would like to obtain additional information to ensure we're not misinterpreting this requirement.

ANSWER: The training program refers to a staff training program, e.g., continuing education for architects.

Does the 20 page limit include the cover letter, or is that not considered part of the page limit?

ANSWER: No, the cover letter is not included in the 20 page limit.

There are several forms included in the RFP that we realize are to be included in an Appendix, but assume would not count toward the 20-page limit. Can you verify that all the following forms are required as part of the submittal but do not count toward this page limitation? Forms include: Affirmative Action Plan; Affidavit; Equal Opportunity Agreement; MWDBE Participation Form; MWDBE Quote Summary Form; Subcontractor Monthly Payment Report; Statement of Good Faith Efforts; General Provisions Form; Risk Management Provisions Insurance and Indemnification Form (we assume you want copies of our certificates of insurance).

ANSWER: These forms do not count towards 20 page total.

For the Form of Proposal: Are we to use this form AS the submittal, or are we simply to include the required elements referenced?

ANSWER: You MUST use our provided Revised Form of Proposal that was included in Addendum #1 for this RFP, which was issued on October 17, 2013. Failure to use this Revised Form of Proposal will invalidate your Proposal, as noted on Addendum #1.

Regarding the Form of Proposal:

2.b.: You ask for company information, but in 2.f., you ask for general firm qualifications. Is it acceptable to include all of this company information and qualifications into one section of the 20-page limit?

ANSWER: Yes, as long as all required information is provided.

2.g.: You request Project Team information with detailed resumes. Can we simply include a team list with short descriptions as part of the 20 pages and then include detailed resumes as part of the Appendix? (If we have 15 people on the team, detailed resumes for each would potentially take up 15+ pages.)

ANSWER: Yes.

2.h.: You request recent experience. Is it acceptable to include a list with short description, then include more detailed information in the Appendix, similar to above question?

ANSWER: Provide project name, brief description of project scope, construction costs, and a reference for each project. This is to be included in the 20 page limit.

2.k.: You request the firm's present workload. Can this be a table in the Appendix? Do you require this for only the prime architect or all of the consultants?

ANSWER: The current workload for the prime architect can be represented in table form but is considered to be part of the 20 page limit.

5. Work Plan: There are many items requested in this Work Plan, so is this to be included as an Appendix/Form rather than the 20-page limit?

ANSWER: The items required in the Work Plan are to be included in the 20 page limit.

5.f.: You request a Quality Control Program. How does this differ from the Form of Proposal, 2.d, "Copies of ...quality control program"? Is it acceptable to include the QC program as part of the Appendix?

ANSWER: 2.d. requires a copy of the primary firm's quality control program. 5.f. asks for an explanation of general quality control practices through all phases of this project. The Quality Control program must be summarized as part of the 20 page limit. The full copy of the Quality Control program can be part of the Appendix.

5.b.: You request a "specific budget"....can you elaborate? How is this different from the lump sum pricing requested in Form of Proposal, 6?

ANSWER: Disregard the reference to a specific budget. Submit a proposed schedule.

6. Lump Sum Pricing: Is this expected to be part of an Appendix and not the 20-page limit?

ANSWER: Form of Proposal is not included in the 20 page limit.

LFUCG's Addendum 1, response to question 7 reads: "all pertinent information will be released to the selected consultant after the contract is awarded." To have this information now regardless of how preliminary it may be would help us identify how the square footage was established and what if any special spaces are desired. This Program would help us respond appropriately to the desired programmatic elements, and we ask that you kindly reconsider releasing this to all submitting firms.

ANSWER: The referenced report focuses on site selection primarily which is not part of this scope of work. The report does include suggested usage and square footage information; however, the design of the new Center shall be based on the work of the successful design team in concert with LFUCG and not necessarily be based on the referenced report. LFUCG will not release this report as a support document for this RFP, so as to not duly influence any proposals.

Design Services for Replacement Senior Citizen Center

Request for Proposal No. 28-2013

Form of Proposal (revised 10/17/13)

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 (if required):	\$ _____
Schematic Design:	\$ _____
Building Commissioning:	\$ _____
Building Energy Model:	\$ _____
Interior Design:	\$ _____
Independent Cost Estimator:	\$ _____

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:	\$ _____
Interior Design:	\$ _____
Independent Cost Estimator:	\$ _____

_____ \$/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 _____%