



Lexington-Fayette Urban County Government
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray
Mayor

William O'Mara
Commissioner

ADDENDUM #1

RFP Number: **#28-2013**

Date: October 17, 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. See attached list of Questions and Answers.
2. Revised Form of Proposal. **All pricing for this RFP must be submitted on the Revised Form of Proposal.** Failure to use the attached Revised Form of Proposal will deem the RFP as non-responsive, and will result in the rejection of the RFP.

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: _____

Design Services for Replacement Senior Citizen Center

Request for Proposal No. 28-2013

Clarifications to RFP Documents

1. The “Form of Proposal” section, 2. Submittal Requirements, item j. reads: “Approach to project inclusive of proposed work scope, preliminary design concepts, approach, and related considerations.” Am I correct to assume that LFUCG is requesting a design for the proposal?

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

2. Regarding the above, item j: If design concepts are not required, are we correct to assume that you would like our thoughts and considerations about the design, i.e., what will be included, special spaces and materials, universal design ideas, etc.?

ANSWER: Yes.

3. Who is on the selection committee?

ANSWER: We have not yet finalized the committee, but it will consist of LFUCG employees from the Mayor’s Office, the Council, Social Services, General Services, and Central Purchasing. All communication must be through the Division of Central Purchasing.

4. Do the seniors who use the current senior center like the somewhat contemporary design?

ANSWER: This question cannot be answered at this time.

5. Since this is a cost proposal, are we correct to assume that there will be no interviews or shortlist? If there will be a shortlist, do you have an estimated date for the interviews?

ANSWER: Any shortlists or interview/presentation dates will be determined after proposals are received and reviewed. There will most likely be interviews/presentations of the shortlisted firms, since an award will be made using the criteria listed in the RFP documents, and not on price alone.

6. We are assuming that Lifespan helped with only site analysis and that there is no feasibility study. Can you confirm this?

ANSWER: Lifespan evaluated a number of sites around the city and created a “Proposed Architectural Program” as part of that report. The “Proposed Architectural Program” consists of a table which lists types of rooms, minimal notes, and suggested square footage.

7. If there is a study, when will that be released to those who are also submitting a proposal?

ANSWER: All pertinent information will be released to the selected consultant after the contract is awarded.

8. Who designed the current senior citizen center?

ANSWER: Jerry Taylor formerly of CMW Architects

9. Can you elaborate on the proposed schedule? Phases B and C are proposed for an extremely short period of time. Are these durations in error? Three weeks for phases b and c is quite short and two weeks for construction documents seems unrealistic.

ANSWER: Please add 5 days to Phase B, 5 days to Phase C, and 5 days to the Construction Document phase:

Milestone/Task	Timing/Duration
Public Meeting Attendance–Social Services Presentation of Center Programming	Scheduled by Social Services Staff
Design Charrette	Within 5 days of above Public Meeting
Public Facility Review	Within 10 days of charrette, submit formal letter of request to Planning
Phase A Design Options/Deliverables Due	35 days after Design Charrette
Phase A Option Review and Selection	10 days after Deliverables Received
Phase A Design Presentation to Council	First Work Session date after design option is selected
Public Meeting to Present Schematic Design	Within 5 days of Council presentation
Phase B Deliverables Due	20 days after Council Approval to Proceed
Phase B Approval	5 days after Phase B Deliverables Received
Phase C Deliverables Due	20 days after Phase B Approval
Phase C Approval	5 days after Phase C Deliverables Received
Construction Documents	15 days after Phase C Approval

10. The as-built drawings your request as Phase C Deliverables: are these digital?

ANSWER: We believe you are referring to Phase D. Yes, all project documents shall be provided in a digital or electronic format (reference 5.f.v.).

11. Regarding the 20-page limitation, would it be acceptable to have 20 pages of text with images only on the facing pages?

ANSWER: That would be acceptable.

12. I understand that Lifespan Design Studio did a study and analysis of the sites proposed. I'm wondering if they are precluded from submitting? Or perhaps they will be a consultant to LFUCG rather than being on any architect's design team?

ANSWER: Since site selection is not a part of this RFP, there is no reason why LifeSpan would not be allowed to participate.

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 _____%