

Architectural Design & Engineering Services Request for Proposal **Addendum 1 - Q&A Responses 02** December 29th, 2023

- A. The deadline for RFP Responses has been extended to Monday, January 8th.
- B. Owner's Responses to the second issuance of questions:
1. Part III Company Overview / Roles & Responsibilities, item e (pending legal proceedings) - does every team member, consultant need to provide this information or just the AOR?
 - i. All Firms/ team members proposed for the project should provide any filed legal proceedings.
 2. Part III Company Overview / Roles & Responsibilities, item f (references) - - does every team member, consultant need to provide this information or just the AOR?
 - i. References for the AOR/ Prime Firm are only needed. References for other consultants can be provided as additional documentation if desired.
 3. Do we need to provide any MBE/WBE certificates for those team members?
 - i. If the selected design team has MBE/WBE consultants, their certificates will be presented upon request.
 4. Exhibit A Insurance Requirements – the language of the exhibit has specific reference to the Architect having insurance to the limits stated and that Architect's subcontractors shall carry insurance as stated. Are the consultants/subcontractors required to have the stated limits or may there be some consideration to the limits which may create a challenge for smaller firms as long as the AOR has the required limits?
 - i. The insurance requirements listed are only required by the AOR. The other consultants must be listed on the AOR's insurance.
 5. Exhibit A Insurance Requirements – for the stated \$1million limits of the Workers Compensation limits and/or the Automobile Liability, can the overall Umbrella policy address ability to meet the \$1 million limit if current policy has lower limit?
 - i. The insurance requirements listed for Workers Compensation and automobile liability can be lower if the Umbrella Policy is more than \$ 2 million to cover the lower insurance policies.

6. Exhibit B Subconsultant Fee Breakdown - on this form the line item for Scope Value, shall this be the total sum of all phases combined? And do we need to provide a separate pricing breakdown document by phase for total project team or each team member individually?
 - i. The sub-consultant Fee breakdown form should total all firms including the Prime to the overall proposal value. If additional lines need to be added, the bidders may add additional lines to the breakdown.
 - ii. The sub-consultant Fee breakdown does not need to be broken down by phase however, if the bidders would like to provide for transparency of fees per phase by consultants, this would be acceptable.
7. The Owner Architect Agreement has been identified to be the AIA B101 Agreement. Will the Owner be requesting any modifications to the Agreement language, or will it maintain the original AIA language?
 - i. The AIA B101 contract language is currently under review, and we will provide any modifications before selecting the design team.
8. Kitchen Design for the facility additional information:
 - i. We need to understand what the food service program is, how many people, hours of operation, Type of service - Three meals, etc., Menu options, who is the operator, Full kitchen to support, Any catering?
 1. The kitchen scope for the project is still under review with Start Early. The design team does not need to add a kitchen consultant to their proposal. If one is needed after programming, we look for the design team to provide recommendations to Start Early and work the selected kitchen designer.
9. FF&E professional scope of work:
 - i. The FF&E scope for the project is still under review with Start Early. The design team does not need to add FF&E consultant to their proposal. If one is needed after programming, we look for the design team to provide recommendations to Start Early and work the selected dealer/s.
10. It was stated in addendum1 that it is acceptable for Interior Design to fall under the Architectural Design Scope and Lighting to fall under the MEP scope. Does this mean that these services do not have to be broken out separately in the fee proposal?
 - i. The lighting design and interior design scope if provided through an architectural firm or MEP firm does not need to be broken out in the fee proposal.
11. What is the scope and services required for community engagement efforts? Number of meetings, number of participants, etc. Any further details on your requirements would be very helpful.
 - i. Start Early and CCM would like to obtain as much community engagement as possible for this project. The scope of the engagement efforts is still being determined. Bidders should assume 2 remote and 2 in person meetings with the community.
12. For Concept/ SD Deliverables, Please Confirm:
 - i. Renderings - only 2 renderings required 1 for exterior and 1 for interior?
 1. Bidders should include renderings of (1) exterior and (1) interior plan.
 - ii. Plans - confirm site plan and floor plan are required for Planning Commission

1. The drawings required for Planning Commission are currently unknown due to the location is still pending.
 - iii. Confirm – SD Drawings are not required for consultants (MEP/FP, Structural, Civil, Landscape Architecture, Kitchen, etc.)
 1. SD drawings do not need MEP/FP, Structural, Civil, and Landscaping drawings, however, narratives will be required during SD for pricing.
 - iv. Is an outline spec or sustainability and MEP narrative required for initial pricing?
 1. An initial sustainability narrative will be required for budgeting pricing by the selected GC.
 13. Confirm which meetings to be in person vs. remote (recommend most meetings in person, but weekly check-ins could be remote)
 - i. Bidders should assume all design meetings with Start Early will be conducted in person. OAC meetings will alternate between in-person and remote.
 14. Confirm Deliverables for DD phase
 - i. 100% Design Development Documents including consultant drawings- confirm?
 1. 100% DDs should include all consultants' drawings for client approval.
 15. Confirm requirements for bidding phase?
 - i. The DOR should include attending pre-bid meetings with GC bidders remote, address all RFIs and attend GC interviews in person.
 - ii. The DOR should include attending subcontractor pre-bid meetings with the selected GC and CCM, address all RFIs, and attend major trade scope review meetings.
 16. Does the DOR need to provide “As-Built” or “Record” Drawings after construction or will the contractor provide?
 - i. The General contractor will provide all As-Builts for the project; however, the DOR will be required to review for accuracy.
 17. Will the project consider all electric MEP/FP services?
 - i. The review of all-electric MEP/FP services will be determined during the programming phase.
 18. Is the project Net Zero goal contingent on any grants, or special funding?
 - i. See Question #2 answer from previous issuance.
 19. Will the owner be hiring a Commissioning Agent under a separate contract?
 - i. A commissioning agent will be hired by Start Early directly.

C. Previous Questions Responses issued December 18th, 2023

 1. *Do you have more details on the program (types of rooms, sizes, usage, etc.)*
 - a. *We are looking for the design team to provide their expertise in design. Educare has standards for the facilities, but each building is different, and we look for this project to be different than others.*
 2. *Net Zero requirements: what certifications are we looking for?*
 - a. *We do not have any specific requirements or certifications we are trying to achieve; however, Start Early has benefits to achieve sustainability goals through donations, community benefits, etc. We will be assessing if it is achievable and the costs associated with it as well.*
 3. *What is driving the aggressive Schedule?*

- a. *The area of Lake County is in need of an early childhood development facility and we are looking to have it available as soon as possible. If your team does not see that this is an achievable timeline, please provide a proposed schedule*
4. *Are you looking for the Design team to act as construction managers?*
- a. *No, we will have a general contractor for the project.*
5. *Are you looking for budgeting from the design team?*
- a. *No, the selected GC will help with all budgeting. We hope to have a GC on board by DD issuance.*
6. *Site Selection process*
- a. *We are not looking to involve the design team in the site selection process; however, if a rendering or sketch is needed for the city approval process, we would look for the design team to provide this requirement to the City.*
7. *How are we to provide Civil and Landscape scope*
- a. *Assume the site is 4 acres. If more information is needed, please provide a cost with qualifications noted in your proposal.*
8. *Is Furniture Design to be included in the proposal?*
- a. *We are looking for a design team to work with furniture dealers to procure furniture and manage the selected dealer.*
9. *Is there a band standard?*
- a. *There are standards that Educare has; however, Start Early is looking to take previous projects and expand the design team's recommendations and knowledge to make it their own.*
10. *Per the RFP, the construction cost is noted as \$15-\$17 million. Is this the full project cost or the construction hard cost?*
- a. *This is the approximate hard cost of construction. This does not include furniture, design costs, land costs, etc.*
11. *Looking to team up with larger firm for MBE/WBE*
- a. *See the attendees list for firms' MBE/WBE/DBE standings.*
12. *is there a project list of sub-consultants from the call this week that will be issued, along with other clarifications?*
- a. *Yes, the attendees list sent 12/18/23*
13. *Is there a page limit to the proposal?*
- a. *No*
14. *Will a land survey be provided by the Owner/Cullen? Beyond the standard topographic and boundary information, will a title search be included to identify any easements?*
- a. *Once the site is finalized, a land survey will be provided.*
15. *Will a geotechnical soil boring and survey be provided by the Owner/Cullen?*
- a. *Once the site is finalized, a geotechnical soil boring and survey will be provided.*
16. *Will Commissioning be provided by the Owner/Cullen?*
- a. *Third-party commissioning is not currently planned for the project.*
17. *What responsibilities does Cullen CM have through design and construction?*
- a. *See Owner's Rep RFP on SE website.*
18. *Relating to the RFP schedule, when will the shortlist of interviews be published?*
- a. *The team plans to reach out to final bidders by 01/12/24.*

19. *What form of the Owner-Architect Agreement will be proposed? If this is a traditional AIA Agreement, will the owner have any proposed modifications to the standard language?*
 - a. *An AIA B101 agreement will be proposed.*
20. *Under item III. a., there is a request for an Organizational chart of the firm. Can you clarify if this is for the entire firm or just for those contributing members of the project team?*
 - a. *Contributing members of the project team*
21. *Under item IV. a., Confirm that the bidding phase will fall under the Permit Drawings and Construction Documents related to the (fee) pricing breakdown.*
 - a. *Yes however, it may be requested to bid long lead items early to maintain schedule. This then would require a bid package so a few select material items. If this requires an additional fee, please provide this cost as an alternative.*
22. *Under item IV. a., sub-item 5., the RFP asks for a breakout of 7 design scopes from the base proposal. Are these 7 breakouts just for the Permit and Construction Documents phase that this citation falls under or is this the breakout of the 7 scopes for the entire base proposal?*
 - a. *Entire base proposal*
23. *Regarding the above question and RFP item, is it acceptable for Lighting Design to fall under the MEP Design scope? Is it acceptable for the Interior Design to fall under the Architectural Design Scope?*
 - a. *Yes and Yes*
24. *When will the Dec. 7th Community Outreach Participants list be published?*
 - a. *12/18/2023*
25. *If there is any possibility that an extension could be granted until after the new year, we could then submit it. Please let me know if that option would be considered by Start Early.*
 - a. *Yes*
26. *We are talking to other firms about potentially teaming. We want to make sure we can submit the most thorough and thoughtful response that we can, but we are concerned about the timing with the holidays approaching. Is there a possibility for an extension after the holidays so that we can submit the most complete package possible?*
 - a. *Yes*
27. *The RFP requires a minimum of 3 project examples. If we were the prime AOR and had a subject matter expert, could we use the sub-consultants' expertise to show project examples to tell the complete story of our diverse team? Or would this be in addition to the 3 projects from the prime?*
 - a. *Would recommend an additional three projects or a history of working with sub-consultants.*
28. *We noticed that the RFP asks that the architect include "Kitchen Design" as part of the scope. Will the facility include a full kitchen for preparing meals and cooking on-site, or is it expected to be a warming kitchen that will handle mostly catered meals? Does this vary from site to site?*
 - a. *The facility will include a full kitchen for preparing meals and cooking on-site.*