

# Architectural Design & Engineering Services Request for Proposal **Addendum 1**

December 18<sup>th</sup>, 2023

A. The deadline for RFP Responses has been extended to Monday, January 8<sup>th</sup>.

B. Community Outreach Meeting on December 12<sup>th</sup> Recording information

**a. Link to recording**

[https://us02web.zoom.us/rec/share/VWDR44xekxQ5IT5qSolEqEv7FcQr8zu3dBwwoAx\\_k52jxpDD3YzlhOU-o9QNOUe.aXNLm2L3tdZnbZmk?startTime=1701957318000](https://us02web.zoom.us/rec/share/VWDR44xekxQ5IT5qSolEqEv7FcQr8zu3dBwwoAx_k52jxpDD3YzlhOU-o9QNOUe.aXNLm2L3tdZnbZmk?startTime=1701957318000)

**Passcode:** .%UP75g6

C. Owner's Responses to Questions from the Community Outreach Meeting on 12/7/23

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 that we are trying to achieve; however, Start Early has benefits to achieve sustainability goals by donations and community benefits, etc. Start Early is open to recommendations and would like to understand the cost impacts of pursuing Net Zero.*
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. The RFP is not requesting a third-party estimator. However, Start Early is open to budgetary feedback from all parties. Start Early anticipates strong feedback from the selected General Contractor. We hope to have a GC on board by DD issuance.*
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. Third-party commissioning is not currently planned for the project; however, Start Early is open to collecting proposals in case that changes*
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, bidding long lead items early may be requested 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. *The breakouts are for the 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. *It is acceptable for the lighting designer to fall under the MEP design scope. It is acceptable for the Interior Design to fall under the Architectural design scope*
24. When will the Dec. 7th Community Outreach Participants list be published?
  - a. *Extension has been granted, and the revised due date is now 01/08/24*
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. *We recommend highlighting those 3 projects or showing a history of working with sub-consultant. Previous project experience is only part of the overall final decision, please don't keep this from providing a proposal.*
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.*