

# ***REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQ/P)***

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## **FOR PROFESSIONAL SERVICES**



Request for Qualifications & Proposal for Professional Services  
**ARCHITECTURAL & ENGINEERING**  
For **CITY OF MONTROSE PUBLIC SAFETY COMPLEX**

**ADDENDUM #1**  
**June 24<sup>th</sup>, 2020**

Provided by: **DYNAMIC PROGRAM MANAGEMENT**



## Request for Qualifications & Proposal – Addendum #1

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### A. Procurement Schedule Remaining

<b>RFQ/P Responses due by 2:00 PM</b>	<b>6.30.2020</b>
Interview Invitations sent to Short-Listed Candidates	7.2.2020
<b>Interviews</b>	<b>7.15.2020</b>
Candidates Notified of Selection	7.17.2020
<b>Contract Accepted by City Council</b>	<b>8.4.2020</b>
<b>Construction Commences</b>	<b>Jan. 2021</b>
<b>Construction Complete</b>	<b>Sept. 2022</b>

### B. Documents Issued to Date

- a. Montrose Public Safety Complex A/E RFQP
- b. Montrose Public Safety Complex – Preliminary Schedule (*Subject to Change*)

### C. Documents Issued with This Addendum

- a. Montrose Public Safety Complex CM/GC RFQP – Addendum #1 (this document)
- b. Montrose Public Safety Complex - Clarification Q & A (attached)

### D. Acknowledgement in Receipt of Addendum

FIRM NAME: \_\_\_\_\_

BY:(Printed) \_\_\_\_\_

BY:(Signature) \_\_\_\_\_ TITLE: \_\_\_\_\_

Note: A signed acknowledgement in receipt of this addendum **MUST** be included with your Qualifications Package.

**End – Addendum #1**

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Question Number	Question	Response
1	Are there any other departments that will be co-locating within the new facility?	Not at this time
2	Is there an estimated budget for this project?	\$10-\$13 million, depending on the upcoming design
3	Is the Technical Consulting Architect, McClaren Wilson & Lawrie (MWL) permitted to submit on this RFQ as well?	No, they're already on the project team contracted directly under the Owner.
4	Will security be something handled internally or as an owner item? Or is this something the design team should provide?	McClaren Wilson & Lawrie (MWL) are on the project team already contracted directly to the owner as the technical advisor/design assist consultant for security. MWL defines device locations and systems needs. A/E then takes the guidance provided by MWL and prepares engineering and bid docs for the systems. The Architect of Record will need a team member to specify products for the bid documents.
5	Under the subconsultant list for Landscape Architecture, does the consultant need to be a Landscape Architect or is a Landscape Designer acceptable?	With appropriate coverage by other team members including an irrigation consultant and with Landscape plans stamped by the Architect, a Landscape Designer would be considered as a substitute for a Landscape Architect.
6	General Terms and Conditions, Section D, Item 9: Bid Bonds are typically not required for Professional Services agreements. Please confirm that bid bonds will not be required for this project.	Bid Bonds will not be required for this procurement.
7	Has the Geotechnical Investigations been completed, and if so, can this information be shared with proposers?	No, the Geotechnical consultant is currently being procured.
8	Are there existing drawing of the existing Police facility and if so, can they be made available to proposers prior to RFQ submittal?	There may be existing drawings of the existing Police Facility, but they will not be made available as part of this procurement .
9	Please describe the amount of work (if any) anticipated to be completed in the existing Police facility.	Minimal work in the existing building as it is contemplated to be used for another City function in the future (perhaps municipal Courts).
10	Is demolition (if any) on adjacent lots referenced in the RFQ completed or will demolition planning and drawing be required of the selected Design Team?	The demolition of the adjacent bank and small building on the adjacent site are complete.
11	RFQ Section B, Owner and Project Information, references 'secured parking area' does this contain any storage or maintenance structures or is the vision simply a fenced lot? Is a covered parking scenario to be considered?	At this time it is expected to be a fenced lot. Covered parking is being considered. Some secure storage of specialized vehicles is contemplated in the Support Building. Much of the balance of PD parking will be addressed using a fenced enclosure.
12	RFQ Section C Scope of Work, Construction Documents references 'Kitchen design and specifications' yet kitchen design is not one of the Subconsultants lists as expected on the design team. Please clarify the extent of the anticipated kitchen design. Will this be more compatible with 'break room' requirements (Refrigerator dishwasher, microwave) or more akin to a full service kitchen typically provided in a fire station (Stove. Range, extraction hood etc.)?	More comparable with a break room, not a full-service kitchen.
13	RFQ Section C Scope of Work, Project Funding, references project funding via an approved Bond issue in 2019. Has a project and / or construction budget been established, if so, can this be shared with proposers?	\$10-\$13 million, depending on the upcoming design
14	RFQ Section C Scope of Work, Additional Grant Funding, what additional grant sources are being considered and what is the timeline for submitting grant materials? No timeline for this submittal was noted in the proposed Project Schedule.	Specific Additional Grant Funding Sources have not been identified yet, but are being considered generally.
15	Is the MWL program and concept design complete, if so, can they be shared with proposers?	No, the program by MWL is not being released at this time
16	Will MWL remain in the direct employ of the City during the design process, or will MWL become a contracted consultant of the Selected Architect?	The current intention of the City is to have MWL remain in the direct employ of the City until the completion of the project.
17	Does the City of Montrose have a specific design and aesthetic review board and / or process for public structures other than the typical building department process?	No, they do not
18	Can irrigation design be by the Landscape Architect, or is a separate consultant desired?	If the Landscape Architect is qualified for irrigation design a separate consultant will not be required.
19	At the time proposals are required, can the city provide a detailed scope of work for MWL so that we can align our proposal and eliminate any scope overlap?	Additional information will be provided to the shortlisted firms, which may include additional information about MWL's scope. MWL is planning on conducting a detailed "sit down" with the selected firm to review scope interface. MWL's work is advisory (recommended to the Owner). The A/E team will prepare all final designs.
20	At the time proposals are required, can the city provide the construction budget?	\$10-\$13 million, depending on the upcoming design

Question Number	Question	Response
21	Is there any remodel work anticipated in the existing police station? If so, to what extent?	At this time, minimal remodel work (if any) of the existing police facility is anticipated.
22	Can the city provide the current program?	No, the program by MWL is not being released at this time
23	What are the specific High Performance Design components or requirements of the project?	None specifically required, the Owner desires a highly-efficient and sustainable building.
24	There are certain items listed in the RFQ that have no explanatory context, we would propose putting an allowance together for those items. (i.e.. diagrams and documents for grants; alternates): - C.1 on page 3 - DESIGN ALTERNATES on page 12 - ADDITIONAL GRANT FUNDING on page 13	No fees are currently being requested.
25	We have assumed there is no BPF form to fill out until shared with the shortlisted teams. Please correct us if this assumption is incorrect.	This assumption is correct.
26	We have assumed there is no need to qualify dates/durations until the team is shortlisted. Please correct us if this assumption is incorrect.	This assumption is correct.
27	Do you need references for our team members/projects per the RFQ list?	Yes, please provide references per the RFQP instructions.
28	Can you clarify the scope of the project? Under B on page 10 it is ambiguous if there are (3) components to the project. I.e.. is there a 27,000sf building AND an auxiliary police structure AND a secure parking area (an area and not a parking structure)?	There will be a Public Safety Building, an Auxiliary Building, and secured parking areas. The current programming process is confirming the space needs. For the sake of this procurement please consider the current approximate program range: Essential Services Police Facility 21,000 SF (2-Story) + 16,000 SF (1 Story) Support Building.
29	Can you clarify the program for the project? This will be helpful for fee development if shortlisted.	No, the program by MWL is not being released at this time.
30	Under B on page 10, it notes that the FF&E vendor may be "through the A/E team." Can you clarify the intent for contracting?	ALTERNATE #1 – FF&E DESIGN, BIDDING AND OVERSIGHT Candidate shall provide as an alternate in the fee proposal (if short listed) for FF&E design, bidding and oversight of all FF&E for the project. This is in addition to FF&E coordination expected as a base scope of work.
31	Can you clarify how many User Groups/Stakeholders will need to be engaged during the design process? Similarly, how many meetings will be required?	No, how to define the User Groups will be developed collaboratively with the Owner, MWL, DPM, and the Selected Architect. The number of meetings will depend on how well each round of design meetings go.
32	Can you clarify how/who from the User Groups will resolve conflicts of interests between the different Stakeholders? I.e.. who from the City will provide final direction/approval?	On a case-by-case basis, City Council is the final decision-maker.
33	Can you clarify the intent of the DD process 'following the proposed bidding packages?' Are multiple bidding packages expected for the interiors portion?	Multiple bidding packages may be used to hit schedule dates. If multiple bidding packages are used it will likely be broken up into foundation and building packages.
34	Do we know what the construction budget is for the different components of the project?	No, that has not been defined, yet
35	Is a commercial kitchen expected as a part of the project or does "kitchen" refer to more of an employee breakroom (i.e.. microwave, refrigerator, sink, ice/water)?	No commercial kitchen, more of an employee break room.
36	Does the Final Design Presentation under CD imply that design changes may be made after that presentation?	The intent would be that the Owner would have already had ample opportunities to make changes to the design prior to the Final Design Presentation and the Final Design Presentation would be more of a confirmation of an already well-vetted design.
37	Can you clarify what is expected as the 'base' design vs. design, bidding, and oversight of all FF&E for the project? I.e.. Define 'general FF&E coordination'	General FF&E coordination would be providing plans the FF&E consultant could work off of for furniture layouts and likely coordinating outlet locations with the owner and DPM for furniture needs. Furniture Plans will be expected from the selected candidate for space confirmation and outlet locations.
38	Does Montrose have a furniture dealer that they already like to, and would like to continue to, work with?	No
39	Will any concept design drawings be shared with the Design Teams during the A/E selection process?	No, the program by MWL is not being released at this time
40	What is the anticipated program?	See response to #28 above
41	What is the auxiliary police structure?	A utilitarian building housing specialized vehicles, evidence and large training spaces.

Question Number	Question	Response
42	Per item 6. REFERENCES you have asked to “Provide a comprehensive list of all municipal projects completed or begun within the past 10 years by your firm with contact information, along with a project description. We have worked with over 300 municipal clients in the past 10 years. Can you limit this requirement to the 3-10 you plan to contact for a reference?	Yes, please provide up to 10 references for similar projects performed by the proposed project team.
43	Can you clarify the scope of work for the acoustic consultant?	Police stations have sensitive acoustical spaces, like interview rooms and offices. An acoustical consultant is expected to be needed to confirm adequate acoustical separation between sensitive spaces.
44	We see bond measure was approved, what was the amount that passed?	The project construction budget is \$10-\$13 million.
45	Is this amount the final budget for the project?	The project construction budget is \$10-\$13 million.
46	Who is on the selection committee for this project?	The selection committee will be released to the shortlisted candidates.
47	Per the RFP schedule, the target for selecting a GC was 6/11. Has the CM/GC been selected yet and are we able to find out who?	The City is currently in Contract negotiations with Shaw Construction for the CM/GC Preconstruction Services.
48	The description mentions a new operations building of approximately 27,000 SF and an auxiliary structure. Is there a concept of what that auxiliary structure would be and how big it would be?	The Auxiliary Structure is a utilitarian building housing specialized vehicles, evidence and large training spaces. For the sake of this procurement please consider the current approximate program for a 16,000 SF (1 Story) Support Building.
49	Has a preliminary estimate for a construction budget been established?	The project construction budget is \$10-\$13 million.
50	Regarding the schematic work and programming done by MWL, at what point in the schedule would that information be shared? Is it possible to see anything prior to the interviews if selected?	The program by MWL is not being released at this time
51	Could you verify the current IBC code year is 2003? Are there any plans to update to a newer code year prior to permit submittal?	The Selected Architect will be expected to comply to the appropriate Building Codes according to the authority having jurisdiction.
52	Under section E. Short List and Interviews: “The interview format will include an initial Design Review Group (DAG) meeting prepared by the Candidate with the selection committee and then time for Q&A” Considering MWL’s current work on the project can you please clarify what interaction between the DAG and the proposing firms is expected at the interview and will the MWL work be issued to the interviewees?	This will be clarified in the interview invitation to shortlisted candidates.
53	If possible please share MWL’s current conceptual design package	No, the program by MWL is not being released at this time
54	Please clarify if the Landscape Architecture sub consultant must be licensed	With appropriate coverage by other team members including an irrigation consultant and with Landscape plans stamped by the Architect, a non-licensed Landscape Architect would be considered as a substitute for a Landscape Architect.
55	Please clarify if the Fire Protection design scope could be performed as a Design Build by a subcontractor of the GC rather than by a sub consultant	That approach would be considered, please be clear in your qualifications package.
56	Please clarify if the Irrigation design scope could be performed as a Design Build by a subcontractor of the GC rather than by a sub consultant	That approach would be considered, please be clear in your qualifications package.
57	Please clarify if the Acoustical or Envelope / Waterproofing/ Roofing sub Consultant scope could be self performed by the architectural team	Yes, those team members could be in-house