

REQUEST FOR PROPOSAL/REQUEST FOR QUALIFICATIONS

ARCHITECT/OWNER'S REPRESENTATIVE

EDGEWATER CIVIC CENTER

RFP/RFQ Questions (1/10/17):

General Questions:

I did not see where you'll be conducting a pre-submittal conference; will you, HJ, Chief Mackey, city librarian, city council member(s), fitness / recreation manager, and other respected stakeholders be at liberty to accept a meeting or conduct phone calls from a prospective design team? The purpose is to learn more of the respective city leaders / department heads' vision, goals, objectives, and potential challenges with the project. -We do not have a pre-submittal conference for this project.

Regarding the preliminary program and schematic design of the Civic Center, can you share what firm / team performed the tasks? -Josh Comfort Development Services.

We are currently designing the Northglenn, CO Justice Center and among the many unique and critical features when mixing civilian foot traffic and sworn officer duties is security, safety and appropriate adjacencies. How important is this subject to Edgewater?-It will be a piece of the design but through preliminary design work we feel we have sectioned off the building to minimize this conflict.

I hope you don't mind if we present additional questions in the near future?-Not at all.

Will being part of this team preclude that architect from being part of the design/build team that would be selected through the Owner's Representative Services?-Architect selected through current RFP/RFQ will be owners rep during construction, this would preclude them from being part of the design/ build team.

Is the architect acting as the owner's rep? Or does a separate owner's rep need to be brought on to the team? -We envisioned the architect working as the owner's rep.

Is the selected architect/owners rep helping select the design-build contractor to be on the architect's design-build team? - They will be part of a team that helps select a design/build firm.

Will the firm selected through this RFP be involved in the design process past the 20% schematics produced (as outlined in the RFP) as part of the design/build team? -Through consultation with City staff member and the Design/Build contractor, the Architect shall help to insure the designs and plans developed through the public process that were handed over to the design/build team

are in-line with the final design completed by design/build contractor and comply with the City's best interests.

Schedule. Do you have target milestone dates for securing land use, completing community outreach process, completing 20% design process, contracting with the design-build contractor and starting and finishing construction?-We do not have firm dates for most of this project as we are still working through step 1 (hire architect/ owners rep.). Ideally we would like to have public meetings in March. Securing land-use shortly after. We would like to have the 20% drawings completed and submitted to design/builder by May/June. We most likely will firm up these milestones with the successful architect/owners rep. Our end goal is to be building in late summer early fall (trying to beat the moisture).

Has any consideration been given to a hybrid Design-Bid-Build delivery with the Contractor chosen at the beginning of the DD phase or a full Design-Build delivery?-Yes it was looked into.

Given the unique process of splitting up the Schematic Design services from the Design/Build, which team (Architect/Owner's Representative or Design/Build Team) will be in full control of cost for this project?-Ultimately the Design Build firm, but the architect will be assisting with keeping costs in-line with budget.

How established is the conceptual design that was published with the RFQ?-Not very established. The conceptual design was used to make sure spatially the facility would fit in the area we have. Although some of the relationships of the components in design have been hashed out for a number of years.

Will the chosen Architect/Owner's Representative be able to act as the Architect during the design-build phase of this project?-The Architect may shift into an Owner's Rep at time the Design/build company takes over the project. The design build company will finalize the design. The owners rep will work to make sure final designs are in-line with the work that was done through public process and make sure the project is within set budget. We noticed contractors that assist in early phases will be precluded (page 2, Section I, paragraph 2)-Yes. We are not able to have contractors that work on 20% design involved in the design build, with exception of a owners rep.

Has a site study and/or environmental study been performed to estimate the site improvement scope and costs?-We have done some environmental and soil testing to make sure our budget figures are in-line with what we will have to do for construction.

What is Edgewater's preference to controlling costs with two designs and two teams for the full project?-Preference is to keep project at or under \$9.5M.

We would request that the RFQ due date be extended to evaluate the answer to these questions. With the RFQ being posted the Friday before Christmas and only 3 days from question submittal due date to RFQ submission, we feel that an extended schedule would benefit everyone to understand the project more clearly.-The deadline is set for this RFP/RFQ.

What is the max number of pages for submittal?-Please look to Section II: Proposal Submittal Requirements for maximum pages in each section.

Specific Questions:

PROJECT SCOPE:

Can you please clarify if the \$9.5M budget represents the hard construction cost, or does it include such items as: FF&E, A/V equipment, Schematic Design Costs, Design-phase Construction Manager and Architect Fees, Utility taps, Site Improvement costs, Site Utilities (including transformer), Traffic Studies, Geotechnical Investigation and Surveys? - The total project cost is \$9.5M excluding only FF&E.

Please confirm if the \$9.5 mil construction budget includes/excludes FF&E, and please advise what low voltage & technology (AV, security, data, IT & networking) are included in this budget. - The total project cost is \$9.5M excluding only FF&E. Everything else included.

Can you please confirm the project program size? The RFP states 48,000, but this area does not include common spaces like the atrium (4775) and Basement (3680) that are shown in the concept drawings. With these common areas, the gross area totals 56,455. Is that the intention? If so, is the \$9.5M still the project budget? - Our estimation is 48,000 square feet not including the basement. Please use this as your project size.

The Concept Design as approved by the voters includes vast amounts of West-facing glass enclosing a 3-story atrium. Is there the expectation that this element be at least in some form be delivered---and within the \$9.5M budget? - The voters did not approve a design. The voters approved the use of park land for a civic center as well as the ability for the City to finance the building. The designs were used to show what the Civic Center could look like but we envision some changes.

Can you please confirm if the Library design and construction are to be considered for core and shell only, with Jeffco providing all interior finishes, Furnishings, and MEP distribution under a separate contract? - Core and shell only.

SCOPE OF SERVICES:

I. Community-Oriented Design Services

It's our experience that a 20% Schematic Design may lack the design definition to adequately understand a building's final *energy performance, materials palette, character*, and importantly, *cost*. Typical "Bridging Documents" (that serve as a basis for the engagement of a Design/Build Construction entity to execute the design) are the more advanced "35% Design Development" documents. Has this level of design been considered? We would of course be happy to provide only Schematic Design, but it should be anticipated that construction estimates will contain broad contingencies and that the design may well evolve through Design Development.. - No, our research brought us to the conclusion that 20% design would be significant enough to hand off to a design/builder. The successful Architect for this RFP/RFQ process will take over as owner rep to make sure final design is in-line with outcomes of the public process, the budget, as well as in the best interest of the City.

Shall we assume that the creation of a Building Program Plan be included in these Scope of Services? If so, we would anticipate multiple (say 4) meetings with each of the 4 primary user-groups, totaling perhaps 16 work sessions, in excess of the "4-6 community meetings" per the RFP. Is this consistent with the City's expectation? - If this is the process you are envisioning to provide the needed outcomes from the RFP/RFQ, then please list it in your submission. You should make no assumptions beyond what

is set forth in the request, but should feel free to make additional proposals in a supplement to your submission.

20% Schematic Design typically requires the engagement of a Civil Engineer, Landscape Architect, Structural and M/E/P engineer. However, with a Design/Build delivery anticipated, M/E/P is often procured by the General Contractor. Can you please tell us whether we should include or exclude M/E/P at the Schematic Design Level?- We understood from our research that an architect would need to build a team of their own to get to the 20%. This will provide enough depth to hand off to a design/build firm. We would encourage you to include the team you feel is appropriate in getting to the 20% design level.

“During construction, the Architect/Owner’s Representative will monitor the construction process and act as the owner’s representative under the City’s contractor with the design/build firm” This is not typical, is this the intent that during construction, the Architect/Owner’s Rep will later be part of the Design-Builders team?-The architect may be the owners rep through the construction process. Through consultation with City staff member and the Design/Build contractor, the Architect shall help to insure the designs and plans developed through the public process that were handed over to the design/build team are in-line with the final design completed by design/build contractor and comply with the City’s best interests.

In scope of services, when you refer to “20% Schematic design” do you mean 20% of total project which would equal total schematic design? Or 20% of the Schematic Design section of the project?-20% of total project.

Page 3, key dates – can you clarify what will be happening after 1pm on the 13th? You mention “Public Bid Opening Immediately thereafter...”-At 1pm the City of Edgewater will open sealed bids for RFP/RFQ. We will announce a few of the specifics of each proposal.

II. Planning Services

Would it be reasonable to assume attendance at (1) Planning Commission and (1) City Council Meeting?- It is difficult to predict the details of the planning process prior to completion of this design phase. Our RFP/RFQ requests submission of an hourly rate for these planning services.

The RFP states that the Architect will represent the City to seek "ANY and ALL land use approvals...necessary to construct ten Civic Center." Such land-use approvals will require advancement of the design past 20% Schematic, particularly with respect to Civil Engineering design. Shall we assume this to be the case?-At the 20% schematic an Architect will be able to understand the approvals needed and facilitate approvals through the land use application process. The architect will also be working as owner’s rep beyond the 20% schematic. Further, the RFP uses the phrase "to construct" the Civic Center. This implies that the Architect under this contract will be responsible for gaining building permit approvals. We assume that this is *not* the intention, but rather that building permit approvals will be the responsibility of the Design/Build Contractor's Architect of Record. Correct?- Correct.

We understand the project to be located within the R-A zone district which limits building heights to 35'. The Concept Drawing indicates this 35' height limit, and only 11' floor-to-floor heights for both office, library and fitness components. Our experience is that such components will require closer to 14' floor-to-floor heights, yielding a total building height of 42'-44'. (The LEED Silver goal alone will likely require the standard 14' floor-to-floor height to meet daylighting requirements). Has this height issue been anticipated, and if so, will it be expected that a variance will be sought (and granted)?-A variance is one way a PUD is another. The City would prefer to not seek a variance for this project. Nothing can be

granted by City staff as either option takes a process with a board decision. We are leaning on the successful Architect to help us with decisions like this moving forward.

III. Owner's Representative Services

Can you please clarify what is meant by "advisable members" of the design team? – Post 20% we look to your team to advise proposals from the Design/Build team as to the members of that D/B team.

The RFP states that the architect will "*oversee the completion of the design* by the Design/Build Contractor." Can you clarify the role of "overseeing," as the completion of the design will be the responsibility of the Design/Build Contractor's Architect of Record. –Through consultation with City staff member and the Design/Build contractor, the Architect shall help to insure the designs and plans developed through the public process that were handed over to the design/build team are in-line with the final design completed by design/build contractor and comply with the City's best interests.

The RFP states that the Architect will "monitor the construction process" and "act as the owner's representative *under* the City's contractor with the design/build firm."

Can you please confirm that the Architect for this RFP will NOT in fact be working for the design/build firm?–Correct. The owner's rep will be working in the best interest of the City. We assume that the Architect for this RFP will be precluded from doing so. – Correct. Cannot work for the D/B team.

SECTION II - PROPOSAL SUBMITTAL REQUIREMENTS

May we please request that the page count for the resumes be increased to more than 1 page?– Unfortunately we are interested in limiting information in resumes because we want to only see relevant information that applicants feel is most important to show.

4. Cost:

Can you please clarify if you are seeking fees for the "Planning Services" and "Owner's Representative Services" in terms of hourly rates, a fixed total bid, or both?– Hourly rate for "Planning Services" and "Owner's Representative Services". Please see Paragraph 6 titled "proposal submittal requirements" and provide us with any further questions not addressed by this section.

With respect to the question regarding our "ability to design this project and control construction costs within the \$9.5M budget," one could only answer this question after understanding the project scope per question #1 above, as well as the City's goals for Annual Operating Cost and Maintenance (i.e. durability). Can these "Life-Cycle Cost" goals be shared? – "Life-Cycle Costs" are to be developed. We are optimistic that an Architect will be able to assist us with this where we may incur costs/savings. We have \$9.5 million to develop this project.

Approach on page 6, you mention 1 page for staff resources and biography. Are we allowed more pages for team information and biographies? Or is it 1 page for just resources and separate number for biographies?–One page for resources and one page resumes for employees.

Approach on page 6, Can you clarify The City's Planning Commission meeting time and date? We thought it was 7pm on third Wednesday of each month. Not second Wednesday.– The P&Z is scheduled to meet the 3rd Wednesday of each month at 7pm.

SECTION VI: COPY OF CIVIC CENTER CONCEPTUAL PLANS

Can you please issue the concept plans in a higher resolution, so that the room names can be identified.- You can get the high reso files in our drop box:

<https://www.dropbox.com/sh/soawyljlyk3yys6/AAATqipEZUP7xtTYUkM7X6KJa?dl=0>