



City of Ridgefield

Addendum No. 1

Solicitation: P21013: Ops Center Design Consulting

This addendum is hereby incorporated into the solicitation documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~striketrough~~.

All other terms, conditions and specifications shall remain the same.

Questions and Answers:

- 1) **Question:** Page 2 indicates that “submittals must be delivered via mail, email or hand delivery” but then goes on to say that “submittals received by fax or email will not be accepted.” Could you please confirm that emailed submittals are acceptable?
Answer: Revise the sentence to read, submittals received by fax will not be accepted. Emailed submittals are accepted.
- 2) **Question:** Page 3 indicates that the City is seeking qualified submittals for an “on-call” basis, but the scope of work seems to be specifically for the break room, locker room and other interior renovations. Can you please clarify if this is for on-call services, or for a finite scope of work?
Answer: The City intends to use the consultant for the services listed in the scope of work and may use the Consultant for additional services as needed for this project.
- 3) **Question:** Evaluation Criteria 2 requests information regarding “transportation projects” but this project type does not seem to be included in the scope of work. Could you please clarify what scope of work is requested to be covered by the response?
Answer: Revise Evaluation Criteria No. 2, sentence no. 2 to read: *The submittal should also discuss how the project manager would consistently ensure high quality of work and their proven performance and experience in managing and delivering building design projects in an expedited process.*
- 4) **Question:** If the contract is intended as an on-call contract, what other types of projects do you anticipate may be needed? In looking closer at the Evaluation Criteria, it looks like we do need to indicate any consultants we intend to utilize, but the potential project types will be needed to determine which consultants may be necessary.
Answer: The main part of the project will be the break and locker room expansion, but other similar interior renovations may be necessary. The sub-consultant list should include those necessary for this type of work.

- 5) **Question:** Page 2 indicates that “submittals must be delivered via mail, email or hand delivery” but then goes on to say that “submittals received by fax or email will not be accepted.” Could you please confirm that emailed submittals are acceptable?
Answer: See question 1
- 6) **Question:** Page 3 indicates that the City is seeking qualified submittals for an “on-call” basis, but the scope of work seems to be specifically for the break room, locker room and other interior renovations. Can you please clarify if this is for on-call services, or for a finite scope of work?
Answer: See question 2
- 7) **Question:** Evaluation Criteria 2 requests information regarding “transportation projects” but this project type does not seem to be included in the scope of work. Could you please clarify what scope of work is requested to be covered by the response?
Answer: See question 3
- 8) **Question:** If the contract is intended as an on-call contract, what other types of projects do you anticipate may be needed? In looking closer at the Evaluation Criteria, it looks like we do need to indicate any consultants we intend to utilize, but the potential project types will be needed to determine which consultants may be necessary.
Answer: See question 4
- 9) **Question:** Does the City expect a registered architect to be involved with this project?
Answer: Not necessarily, please submit your proposal on how to provide the services requested.
- 10) **Question:** The RFP mentions improvements to the office space, including a break room expansion and locker room expansion. Does the proposed work include site work or modifications/improvements to the warehouse space? If so, what are the nature of these improvements?
Answer: Sitework is not anticipated with this project. Expansion of the break an locker room may impact the warehouse space.
- 11) **Question:** We understand that City staff are already using portions of the building. When would the City like to make final occupancy of the improvements made as part of this project?
Answer: November 2021
- 12) **Question:** Does the City expect that the improvements will include plumbing, HVAC, or electrical modifications?
Answer: Potentially yes.
- 13) **Question:** Is this RFQ only for the stated scope of work (breakroom/restroom expansion) and duration (Feb-May), or is it for a longer duration, and for other possible

future contracts? Related, is the May 31st date noted in the RFQ the deadline for the design work only, or also the hopeful date of construction completion?

Answer: The goal is to have a bid package for the break room expansion complete and ready for bid in August/September for October/November construction start. The on-call portion of the contract will extend through the end of 2022 for any other building renovations that are identified

14) Question: Is there an anticipated construction budget or budget limit?

Answer: Construction for the breakroom expansion is estimated at \$40,000 to \$60,000.

15) Question: Can you provide more specifics as to the stated scope of work? Is it only interiors-related work, or will there be any exterior or site related scope? Who did the preliminary scoping of the project, and can we view that if it is documented?

Answer: The scope of work will be limited to interior renovations. Preliminary Scoping was completed by City staff.

16) Question: Has there been a structural assessment of the facility to ensure seismic resiliency? Should we include one in this project scope of work?

Answer: A structural assessment has not been completed and it is not anticipated that seismic retrofit will be required for this scope of work.

Approved By:



Date: 1/14/2021