



CITY OF URBANA

**RFQ: Architectural & Engineering Design Services for Two New Fire Stations
(Solicitation #2122-16)**

Addendum #1

ADDENDUM DATE: 09/23/2021

This Addendum has been issued to clarify questions concerning Solicitation #2122-16.

This addendum, along with any and all other addendums, must be acknowledged in your submittal.

Final questions and comments pertaining to this request for qualifications shall be submitted to the City no later than 5:00 p.m. on Tuesday October 5th, 2021 and the final addendum, if necessary, will be issued no later than 5:00 p.m. on Wednesday October 6th, 2021. Additional questions and comments received after this time will not be answered.

Important Dates:

RFQ Issue Date: 9/10/2021
Addendum #1: 9/22/2021
Last Day for Questions: 10/5/2021
Last Addendum: 10/6/2021 (if needed)
Responses Due: 10/8/2021 (unchanged)

Contact

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Items of Clarification

1) Can you Clarify EEO information

Our current practice for companies/organizations to do business with the City of Urbana is to submit their Workforce EEO statistics for our Human Relations Commission to review. Those numbers should reflect the company/organization's entire workforce. The Human Relations Commission uses Champaign County comparative data for M/F and Race percentages.

2) What is the project budget?

The City's 2021 capital improvement plan currently has \$4,984,000 allocated for the design and construction of these 2 facilities. These allocations come from the City's current Master Facilities Plan. The allocations are subject to change, pending the outcome of the scoping process.

3) What is the funding source for the project?

These projects are currently planned to be implemented using funds from the City's Capital Replacement and Improvement Fund, which includes transfers from the City's General Fund. No other fund sources have been identified at this time, however, should a grant source be identified and awarded, the City would be open to use of those alternate funds and the stipulations tied to their use.

4) Can you please clarify the draft contract/service agreement requirement and the request for standard warranties, etc? Can you please confirm this draft agreement is not included in the 30 page count limit and whether the 30 pages are single-sided or double-sided?

You should provide a draft contract agreement of the agreement for professional services you would propose to use for a project of this scope and scale. We understand that the scope and some of the standard terms and conditions may be subject to additional revisions or negotiations between the City and selected consultant but we would like at least a base format for review. This could be an industry standard document or specific to your firm. This should be provided as an attachment to your submittal and will not be counted towards the 30 page maximum. The 30 page limit is for single-sided submittals.

5) Can you clarify the commissioning requirements? Please identify the LEED requirements? Usually commissioning is requesting when there is a LEED requirement.

There are no formal LEED requirements associated with this project. The commissioning being requested is to verify that the building's HVAC, controls, electrical, and mechanical components are all operating in accordance with the design intent and construction documents.

6) Can you define your requirements for the Resident Project Representative? The RFQ states: "if requested." Please list the specifics of the number of hours per day and number of days per week. Does this role need to be included and defined in our proposal?

This person's role includes normal construction observation tasks, reviewing project schedules and consulting with design engineers regarding acceptability, reviewing application for payment and forwarding recommendations onto engineer and/or owner, draft and recommend proposed change orders, work change directives, and field order to the engineer, verify all material and equipment certificates, operation and maintenance manuals, and other data required by the specifications have been provided. This person's role is specifically not authorized to approve deviations from the contract documents or approve substitutions, undertake any of the responsibilities of the contractor, direct the means/methods of the contractors, advise on, issue direction on, or assume control over safety practices of the contractor, or authorize the owner to occupy the project. Although we have yet to define the exact level of RPR involvement, currently we would anticipate full-time or near full-time involvement

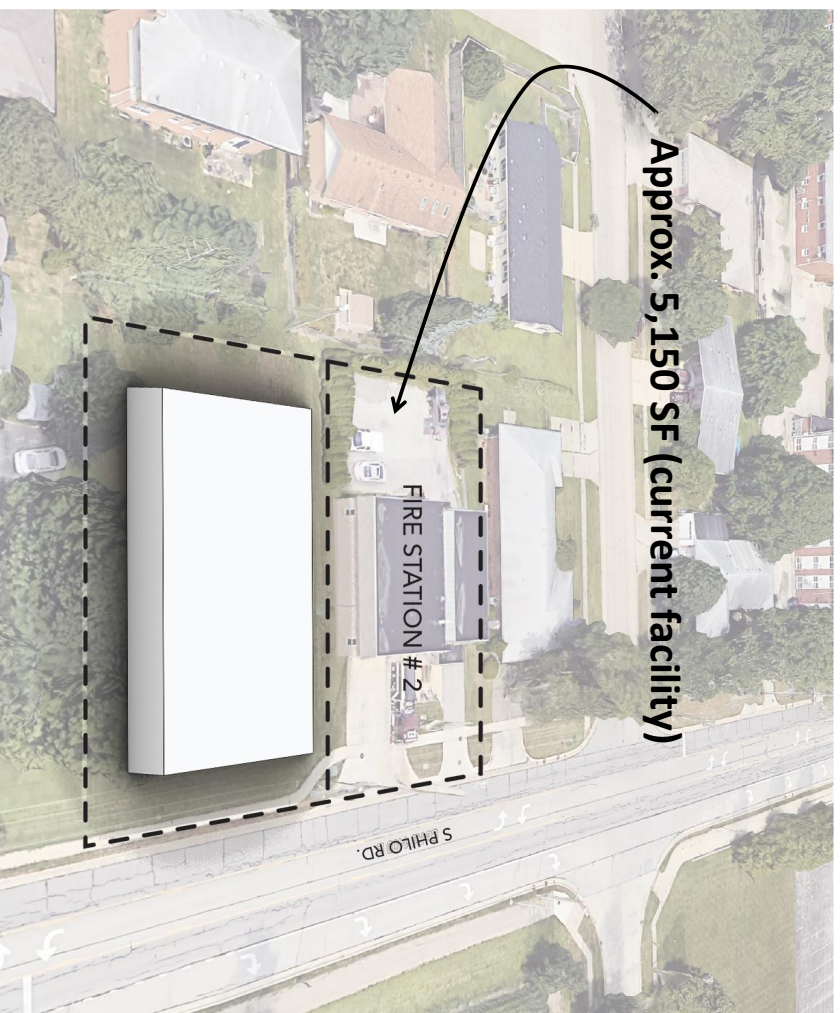
during construction. It would be valuable to include background information and/or a resume of proposed RPR as a key part of the project team in the statement of qualifications.

7) Have potential sites already been identified which require evaluation? Has a siting study already been performed or is this initial planning study effort part of the services being requested?

The City has sites identified for the proposed improvements adjacent to both fire stations. See attached excerpts from the City's current facilities master plan final recommendations presentation. Part of the initial efforts will include functional evaluation of these proposed sites. The City is not currently looking to relocate from these sites but if it is determined to be necessary, additional efforts related to site evaluation/relocation may be requested later via contract amendment.

FIRE STATION #2 SITE

CANNONDESIGN

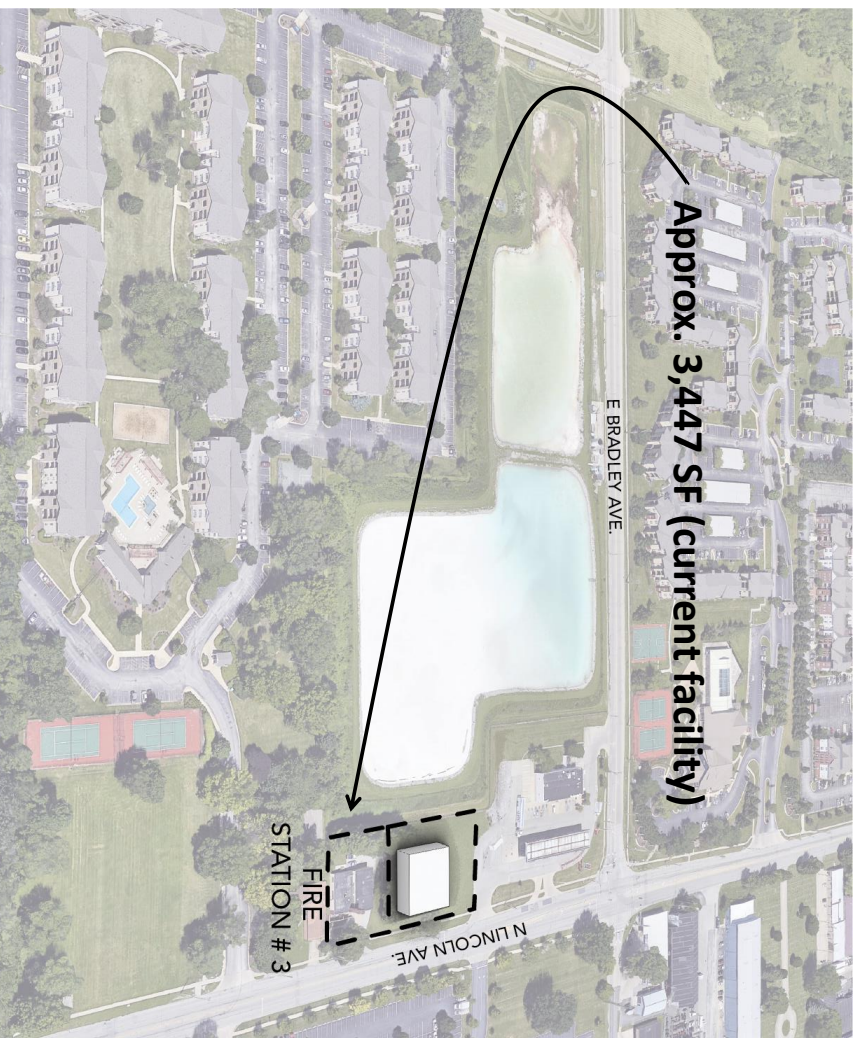


- CURRENT ISSUES:**
- The cost repairs and upgrades needed to bring the Fire Station #2 up to date exceed the current replacement value
 - Fire Station # 2 needs to remain operational during replacement

- CONSIDERATIONS:**
- City owned vacant land directly adjacent to the Fire station #2
 - Phased construction can allow for reuse of the land the current Fire Station #2 occupies after it is demolished.

FIRE STATION #3 SITE

CANNONDESIGN



CURRENT ISSUES:

- The cost repairs and upgrades needed to bring the Fire Station #3 up to date exceed the current replacement value
- Fire Station # 3 needs to remain operational during replacement
- City does not currently own land to build a replacement
- Timeline to acquire adjacent land is uncertain

CONSIDERATIONS:

- Large parcel of adjacent vacant land for potential acquisition
- Potential to develop larger fire station including fire command operations