

**RFP CP-18-04**  
**Architect Design Services**  
**Addendum #1**  
March 30, 2018

Question: Will the City be providing a proposed program or administration complex for the separate administration buildings?

Answer: An initial program analysis for the City Hall portion of the project that was prepared in 2011 is attached to this Addendum. Note that the attached program does NOT include the City Council hearing room, but such a room will be required. No such analysis has been prepared for the University building, other than it will contain ground floor retail and upper level office spaces.

Question: If the qualifications of consultants are to be included, should we use the list of disciplines in section 4 on page 6 of the contract as the list of consultants we should include?

Answer: Yes, with the exception of civil engineer, traffic engineer, environmental engineer, and cost estimator. These disciplines will be contracted by the City.

Question: Should the fee proposal be solely for architecture and interiors (and separately for FF&E) or should it include consultants? Is any type of breakout requested for the fee?

Answer: Your fee proposal should include all of your consultants with the exception of civil engineer, traffic engineer and environmental engineer. These disciplines will be contracted by the City. A fee breakout for audio/visual/lighting in the Council chambers is requested. Otherwise, no fee breakout is required, but you may submit your fee in that manner if you prefer.

Question: Does “branding” refer solely to that of the building and its wayfinding and signage, or is there more scope to that effort?

Answer: Branding refers to project and building signage and wayfinding.

Question: What is the estimated construction budget for this project, including site work?

Answer: The estimated total project cost, inclusive of soft costs, is \$30.5M. We do not have a breakout of only hard costs.

Question: Which engineering consulting services should be included in this proposal?

Answer: All consultant services listed in the RFP should be included, as well as others if you believe they are necessary. The City will be contracting directly with a civil engineer, traffic engineer, environmental engineer, cost estimator, and construction manager.

Question: Do fees need to be broken down and if so how?

Answer: A fee breakout for audio/visual/lighting in the Council chambers is requested. Otherwise, no fee breakout is required, but you may submit your fee in that manner if you prefer.

Question: Are there any prohibitions to include faculty from the University of Maryland when proposing on this project? For transparency, what is the preferred method to disclose this information?

Answer: University of Maryland faculty are not prohibited from proposing on this project. Disclose any such affiliations in your response.

Question: Provisions for liquidated damages for failure to comply with the set Contract Time is referenced in 'Section 2. Project Schedule', this provision is not referenced in the Architect contract attached with the RFP, which terms prevail?

Answer: There will be no liquidated damages provision.

Question: In Section 9. Execution of the Contract, terms regarding performance bond are outlined, however, there is no reference to this in the Architect contract attached, which terms prevail?

Answer: A performance bond will not be required.

Question: Is there an MBE requirement for the AE team?

Answer: There is no MBE requirement, though it is encouraged.

Question: Is there a target project schedule?

Answer: We will engage the project consultants immediately upon selection, and the schedule will be prepared with input from the development and consulting teams.

Question: Can you identify the hard construction cost budget?

Answer: The estimated total project cost, inclusive of soft costs, is \$30.5M. We do not have a breakout of only hard costs.

Question: The proposal asks us to identify the subcontractors we will use on the project. Do you want to see resumes or relevant experience from the consultants?

Answer: Yes.

Question: Does the AE scope of work include the tenant fit out of both City Hall and the UMCP office building?

Answer: Yes.

Question: Can you confirm the retail space is to be designed as cold dark shell?

Answer: Yes, tenant fit out of the retail space is excluded.

Question: Can you provide a space program for the project?

Answer: An initial program analysis for the City Hall portion of the project that was prepared in 2011 is attached to this Addendum. Note that the attached program does NOT include the City Council hearing room, but such a room will be required. No such analysis has been prepared for the University building, other than it will contain ground floor retail and upper level office spaces.

Question: Can you identify the tenants that will likely occupy the UMCP office building?

Answer: Not at this time, but likely UMCP administrative uses.

Question: How will the construction be procured? Bid to a GC? Or will a CM be on board during the design?

Answer: The parties have agreed to a hybrid competitive negotiation process for this development, subject to procurement requirements, whereby a short list of general contractors is selected after the design team is awarded a contract, with a goal of bringing more real time pricing and value engineering into the process at an earlier stage and establishing a guaranteed maximum price. Upon completion of the Schematic Design, a third-party cost estimator will provide a comprehensive estimate of the project construction costs to ensure that the design direction is on budget. Upon completion of Design

Development, the short-listed general contractors will provide an estimate for construction, which is updated through the construction documents phase. The general contractor is finally selected at the completion of the construction documents phase.

Question: Do we provide a cost estimator and if so at what points during the design phase are estimates required?

Answer: The City will be contracting directly with a cost estimator.

Question: Who procures the Commissioning agent, the Owner or AE?

Answer: AE.

Question: We were wondering if there was a preproposal meeting for this as we couldn't find one in the RFP.

Answer: There is no preproposal meeting.

Question: Project budget references 30.5 million. Please confirm that this is the total construction budget, i.e. excludes soft costs.

Answer: The estimated total project cost, inclusive of soft costs, is \$30.5M. We do not have a breakout of only hard costs.

Question: Should we include a proposal for fundamental commissioning of the building per LEED v4 requirements?

Answer: Yes.

Question: Is there a stated project construction budget and if so, can it be shared with the bidders?

Answer: The estimated total project cost, inclusive of soft costs, is \$30.5M. We do not have a breakout of only hard costs.

Question: Can you provide more detail on the space program for the project? (this will help in fine-tuning our price bid)

Answer: An initial program analysis for the City Hall portion of the project that was prepared in 2011 is attached to this Addendum. Note that the attached program does NOT include the City Council hearing room, but such a room will be required. No such analysis has been prepared for the University building, other than it will contain ground floor retail and upper level office spaces.

Question: Is there more specific definition for the branding scope that can be shared?

Answer: Branding refers to project and building signage and wayfinding.

Question: Is the selection, specifications, and contractor procurement of the TV studio broadcast and control room equipment included in the project and A/E scope? Are there any other specialty AV spaces anticipated?

Answer: Yes, this is in the project and A/E scope. The City Council meeting/hearing room is the primary space using significant A/V. The A/V for the City Council meeting/hearing room supports the production, live broadcast and playback of Council meetings on City cable channels and on the City website.

Question: It is not explicitly clear if the City would like us to present a full team of consultants (Landscape, MEP, Structural, etc.). Can you please confirm and tell us what disciplines we should include?

Answer: All consultant services listed in the RFP should be included, as well as others if you believe they are necessary. The City will be contracting directly with a civil engineer, traffic engineer, environmental engineer, cost estimator, and construction manager.

Question: Is the City open to an Architect of Record/Design Architect arrangement for design services?

Answer: Yes.

Question: The RFP indicates that the project area is about 85,000sf. Can you disclose the approximate construction cost for this City Hall Redevelopment project?

Answer: The estimated total project cost, inclusive of soft costs, is \$30.5M. We do not have a breakout of only hard costs.

Question: Is there a MBE set aside portion?

Answer: There is no MBE requirement, though it is encouraged.



- Research existing spatial configurations and utilization
  - Research other documents pertaining to future growth and change, and relationship to the space needs
  - Analyze existing needs versus spaces provided, and projected needs
  - Provide a final tabulation
3. **Results:** Data sheets have been developed for each of the existing personnel and existing and proposed areas for each department tabulated on several spreadsheets, yielding a proposed building gross area of 23,000 square feet in the next 10 years.
4. **General Comments:**
- The City needs to finalize development of a document processing system, and then include that system, either within this proposed facility or at an alternative location. These Departments generate a great deal of paper records, many of which need to remain accessible to the community they serve for years after the work is completed.
  - The large desks in the existing spaces allow for a very generous work area in the typical office space, but a lack of sufficient storage for records (file cabinet or bookcase) generally pushes the occupant to use a larger portion of the desk space for storage than necessary. A more modest desk with additional filing will produce a more efficient working atmosphere.
  - New office space may be arranged more efficiently and effectively than the spaces now occupied by the employees within this study. Shared spaces may include Conference Rooms, public and internal rest rooms, a break area, a Recycling Room and other support spaces. Several of the Departments will need a small individual Conference Room for internal use.
  - The spaces now occupied by the people relocating to this proposed building are generally smaller than each person needs to accomplish their daily tasks. These spaces have been furnished to accommodate the existing office, rather than to fit the individual's needs. We have attached a series of possible furniture layouts for different office sizes. Providing space larger than needed to accomplish goals results in increases in initial construction cost as well as increases in utility and maintenance costs. Providing spaces smaller than required results in a loss of efficiency of the individual.

**AREA SUMMARY**

Project No: 11-11

**Program Analysis for  
City Hall  
College Park, MD**

**PROGRAM of SPACES - Existing & Proposed Areas**

<u>DEPARTMENT</u>	Net to Gross Multiplier by department	<u>EXISTING</u>		<u>PROPOSED</u>	
		Net	Gross	Net	Gross
				Net x 1.33	
Administrative	1.53	605	927	1540	2048.2
Council and Mayor	1.17	2307	2702	3060	4069.8
Finance	1.36	801	1093	1350	1795.5
Human Resources	1.53	243	372	720	957.6
Information Systems	1.50	342	513	610	811.3
Planning	1.48	871	1285	1105	1469.65
Public Services	1.27	1637	2082	2320	3085.6
Shared Spaces	1.14	787	900	1670	2221.1
Support Spaces	2.35	1976	4653	4126	5487.58
	Subtotal	9569	14527	16501	21946.3
	Area Required			16501	21946.3
	Say			17000	23000
Ground Floor			4249		
First Floor			4193		
Second Floor			4056		
Subtotal Gross Square Feet			12498		
Annex			2029.1		
Total Gross Square Feet			14527		