

# ADDENDUM No. 1

## RFP No. 24-11

### Design Services for the Election Center Renovation Project

**Due: March 14, 2024 at 3:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes eleven (11) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document should be included in submitted proposal:**

- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Has a project budget or construction budget been established for this renovation project?

Answer 1: No project budget has been established at this time. The Owner anticipates the design professional will help establish this as part of the design project.

Question 2: Do you have information on what the CTN Scope includes? Particularly when it comes to studio equipment and A/V as well as acoustics. Will we be working with a city consultant or be responsible for everything?

Answer 2: CTN will be relocating their entire operation from their current site to the new location. They anticipate being able to reduce their building footprint as part of the move. Providing a soundproof studio will be part of the design professional's work, but additional specialties for studio equipment and A/V will not be required under this contract. CTN has existing specialists they will coordinate with for relocations and equipment setup.

Question 3: Is it possible to see plans of the existing CTN? Photos?

Answer 3: Drawings of the existing CTN location are provided as part of this Addendum.

- Question 4: We understand the City requirements for decarbonization however, are there any requirements for LEED or other sustainable measures that the City wants to include.
- Answer 4: The City does not require LEED certification on this renovation project, but maximizing decarbonization opportunities is important.
- Question 5: We do not see a Design Development phase, very critical to design selections. Should we include DD services in one of the scope items outlined in the RFP?
- Answer 5: The design professional can incorporate the Design Development phase into the Construction Drawing phase or show it separately in their proposal.
- Question 6: Does the City have an as-built plans specification for us to follow? We would not be able to commit to two months of completion if the contractor is not providing us what we need. Could we get some clarification on this.
- Answer 6: The City is reviewing our as-built plan specifications for applicability as they are crafted for infrastructure (roads, utilities, etc.) projects. If the design professional is concerned about the two month time period, please note it in the RFP response.
- Question 7: Does the City have a CM or GC on board for estimating?
- Answer 7: No. The design professional will be responsible for project cost estimation.
- Question 8: Is furniture, fixtures, and equipment as well as signage included in the work scope?
- Answer 8: No.
- Question 9: The RFP mentions a building size of 21,173 SF. Is the intent to renovate all or most of that area? Or limited portions?
- Answer 9: The Owner's intent is to renovate only those areas as needed to meet the functional needs of the intended use of the space.
- Question 10: Are there any renovations or improvements envisioned for the exterior of the building? Or is this strictly interior work?
- Answer 10: The Owner is not anticipating any exterior renovations other than a rooftop solar installation. Renovations related to ADA accessibility to the building or work determined by the design professional to best meet the user's needs may also be exceptions.
- Question 11: Fee proposals: Section D describes fee schedules, fee quotations, and fee proposals. Can you elaborate on what, exactly you are looking for in a fee proposal, given that the scope and scale of the renovation work is relatively undefined?
- Answer 11: The design professional should provide cost estimates for design services (planning, conceptual and construction design phases), bidding services, and construction administration services. A schedule of hourly rates, by position, and other information requested in Section D – Fee Proposal should also be provided. The Owner and successful design professional will modify the fee proposal if needed based on the refinement of project scope.
- Question 12: The RFP mentions an emphasis on sustainable systems and construction consistent with various City decarbonization goals. Can you shed any light on which goals you are considering embracing?
- Answer 12: As noted in the RFP, the City has retained a firm to complete an energy audit (decarbonization plan) of the subject project that will be available in April, 2024. A copy of the scope of services for that work is provided as part of this Addendum. This document will help the design team focus on opportunities for decarbonization.

<https://www.a2gov.org/departments/sustainability/Documents/A2Zero%20Climate%20Action%20Plan%204.0.pdf>) is our guiding document for this effort. This City specifically will be targeting energy efficiency and renewable energy strategies.

Question 13: What is the design and construction schedule?

Answer 13: The Owner's preliminary project schedule is as follows:

Award Design Contract	July 1, 2024
Construction RFP Open	April 1, 2025
Start of Construction	July 1, 2025
Completion of Construction	March 31, 2026

Question 14: What is the level of interior renovation?

Answer 14: The Owner's intent is to renovate only those areas as needed to meet the functional needs of the intended use of the space. Finish will be typical mid-range office level.

Question 15: Have the mechanical systems been evaluated to determine if they need to be replaced as part of this project?

Answer 15: A copy of the "Due Diligence HVAC Report" dated 8//28/23 is provided as part of this Addendum.

Question 16: Is there any plumbing work associated with the toilet rooms?

Answer 16: The Owner is not anticipating any relocation of restrooms unless the design professional determines that it is needed to meet the user's needs.

Question 17: Will the Owner engage a studio design consultant?

Answer 17: No. Specialized design above the capabilities of internal staff and existing vendors is not anticipated.

Question 18: Will the owner engage an IT/AV design consultant?

Answer 18: No. Specialized design above the capabilities of internal staff and existing vendors is not anticipated.

Question 19: Should solar panel design be included?

Answer 19: The Owner anticipates a roof top mounted solar component to the project and the successful design consultant should have the capabilities to handle that design either in-house or through a sub-contractor.

Question 20: Is there any work required for the existing roof or other areas of the building envelope in need of repair?

Answer 20: The building roof is being replaced in spring 2024 by the office condominium association. No building envelope repairs are anticipated as part of this project.

Question 21: Is there any known abatement work that would need to be done prior to the renovation work starting?

Answer 21: Based on the age of the structure and an abatement survey performed by City Safety officials, no abatement work is anticipated.

Question 22: Please confirm the number of expected cost estimates to be provided.

Answer 22: Broader level cost estimates are expected for each design concept in the Conceptual Design phase and a significantly more refined estimate of probable cost during the Construction Drawing phase.

Question 23: Are there sustainability requirements or standards for office renovation work that the City can provide?

Answer 23: Please review the City's A<sup>2</sup>Zero plan for City strategies. While the City does not require LEED certification on this project, LEED standards should be considered where applicable.

Question 24: Is solar power a priority for the renovation work?

Answer 24: Yes, the Owner anticipates a roof top mounted solar installation as a component of this project.

Question 25: Does the City have any EV charging station requirements the bidder should account for?

Answer 25: No.

Question 26: Are there any known deficiencies with the existing utilities serving the building or any utility upgrades that would be required as part of the scope of work?

Answer 26: The Owner is unaware of any deficiencies with existing utilities and does not anticipate any utility upgrades.

Question 27: Can the City elaborate on the expected programming requirements for the election processes? Will there be a large open space required to accommodate the casting of ballots at this location?

Answer 27: Understanding programming needs and developing the appropriate workspace is part of the Planning Phase of the project to be completed by the design professional.

Question 28: Are there any larger electrical loads that need to be accounted for in the design of the TV studio(s).

Answer 28: No large electrical loads are part of the CTN operations. There will be some specific cooling needs for the studio and control room, but not significant electrical loads.

Question 29: Are there specific acoustic requirements CTN expects to be accounted for in the design?

Answer 29: The studio space will need to be soundproofed and address acoustic issues consistent with professional standards for this type of space and use.

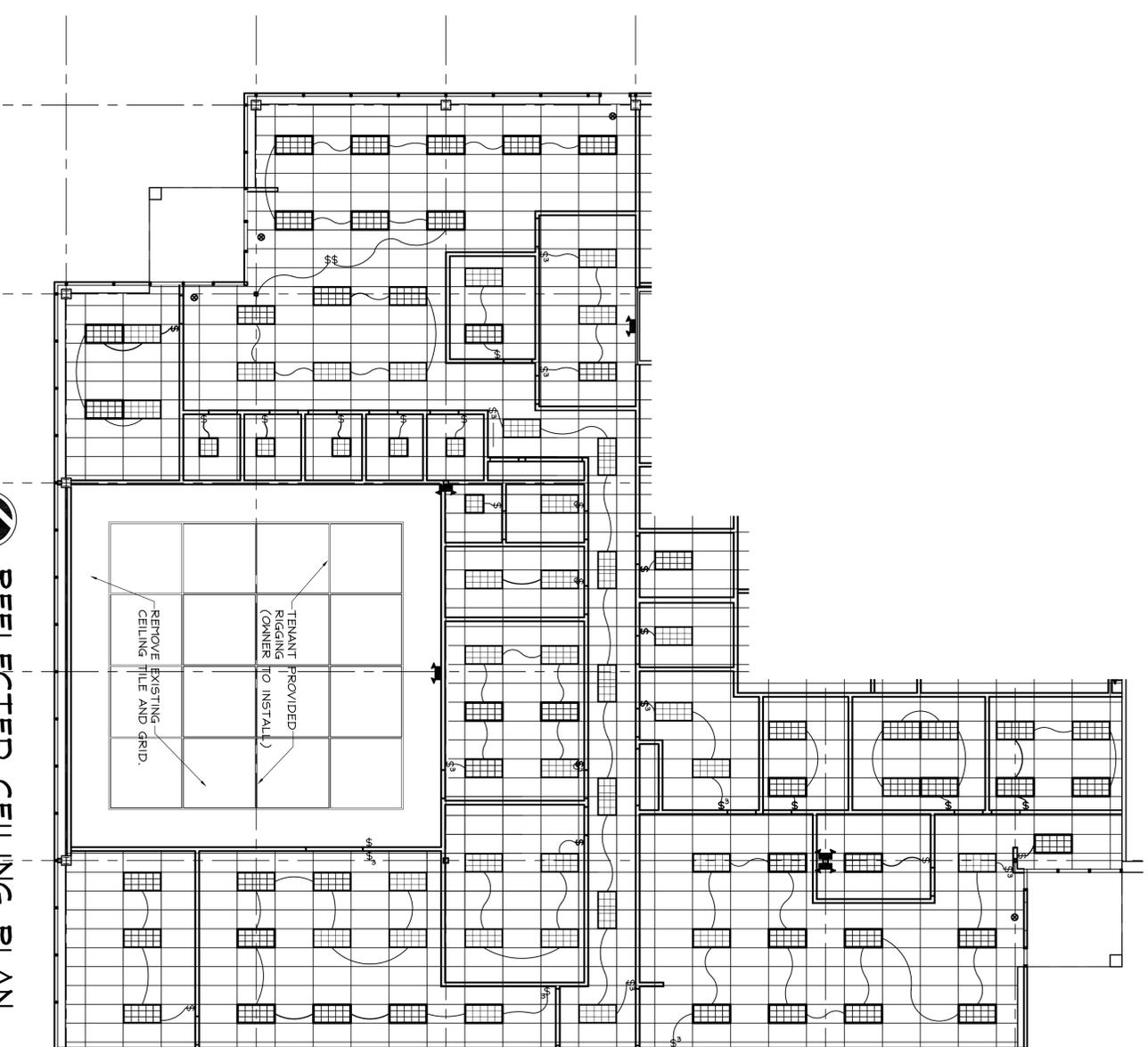
Question 30: Will an emergency generator be required for the building?

Answer 30: The space is currently served by a 50kw Cummins Bridgeway natural gas powered generator that is owned by the office condominium association.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.



**ELECTRICAL PLAN**  
SCALE: 1/8" = 1'-0"

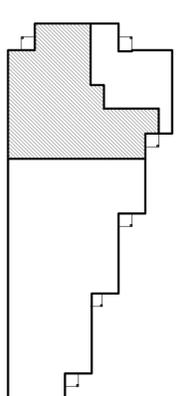


**REFLECTED CEILING PLAN**  
SCALE: 1/8" = 1'-0"

- ⊗ CEILING MOUNTED EXIT LIGHT W/ 90 MINUTE BATTERY BACK-UP
- ⊗ WALL MOUNTED EXIT LIGHT W/ 90 MINUTE BATTERY BACK-UP
- ⊗ EMERGENCY LIGHT W/ 90 MINUTE BATTERY BACK-UP
- \$ SINGLE POLE LIGHT SWITCH
- \$<sup>3</sup> THREE WAY LIGHT SWITCH
- \$<sup>D</sup> DIMMING LIGHT SWITCH
- \$<sup>N</sup> NIGHT LIGHT - FIXTURE SET FOR 24 HOUR OPERATION
- ⊕ 110 VOLT DUPLEX RECEPTACLE
- ⊕ 110 VOLT QUADRUPEX RECEPTACLE
- ⊕ JUNCTION BOX W/ CONDUIT TO CEILING PLUMB FOR TELE DATA WIRING BY TENANT'S CONTRACTOR

- ⊠ 2'-0"x2'-0" LAY-IN FLUORESCENT LIGHTING FIXTURE
- RECESSED LIGHTING FIXTURE
- SURFACE MOUNTED LIGHT FIXTURE
- WALL MOUNTED LIGHT FIXTURE
- ⊕ 400 W METAL HALIDE LIGHT FIXTURE SUSPENDED FROM STRUCTURE ABOVE
- ⊕ RETURN AIR GRILLE SEE MECHANICAL
- ⊕ SUPPLY DIFFUSER SEE MECHANICAL
- ⊕ EXHAUST FAN SEE MECHANICAL
- ⊕ MOTOR

- ▭ 2'-0"x4'-0" SUSPENDED CEILING TILE SYSTEM
- ▭ GYPSUM BOARD CEILING SEE PLANS / DETAILS FOR HEIGHTS
- ▭ CHAIN HUNG FLUORESCENT LIGHTING FIXTURE (VERIFY IN FIELD)
- ▭ SURFACE MOUNTED FLUORESCENT LIGHTING FIXTURE
- ▭ 1'-0"x4'-0" LAY-IN FLUORESCENT LIGHTING FIXTURE
- ▭ 2'-0"x4'-0" LAY-IN FLUORESCENT LIGHTING FIXTURE



**KEY PLAN**

**REFLECTED CEILING & ELECTRICAL PLAN**  
 smith + schurman associates, inc.  
 architects • planners • interior designers  
 43252 woodward avenue, suite 208, bloomfield hills, mi 48302  
 telephone: 248/332-3140 facsimile: 248/332-3277

FIRST INDUSTRIAL REALTY TRUST  
 tenant fitout for: CTN TV  
 2805 SOUTH INDUSTRIAL PARKWAY  
 ANN ARBOR, MICHIGAN

**FIRST INDUSTRIAL REALTY TRUST**

ISSUE	DATE
REVIEW	07-13-07
REVIEW	08-17-07
REVIEW	09-18-07
CHECKED BY:	SS
DRAWN BY:	AB
JOB NO.:	07-7536
SHEET NUMBER:	A-202

This document and the subject matter herein are the property of Smith + Schurman Associates, Inc. No part of this document may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the prior written consent of Smith + Schurman Associates, Inc.



# CITY OF ANN ARBOR, MICHIGAN

301 E. Huron St., P.O. Box 8647 • Ann Arbor, Michigan 48107-8647

## Scope of Services

### Election Center Decarbonization Plan

#### Background:

---

The City of Ann Arbor has set the goal of achieving community-wide carbon neutrality by the year 2030. This audacious goal and associated plan are meant to inspire and support residents, businesses, institutions, and others with implementing solutions that lower their energy usage, improve health, and address the climate crisis. To help demonstrate the value of this work and how it can be done, the City is looking to fully decarbonize a handful of municipal buildings. This includes identifying and implementing solutions to reduce energy consumption, fully electrify facilities, install onsite renewables, and install energy storage systems to increase the resilience of each site.

To help direct this work, the City is creating decarbonization plans, customized for each municipal facility. This scope of services is explicitly for the creation of a decarbonization plan for the City's new election center, located at 3021 Miller Road.

#### Scope of Services:

---

##### Task One: Project Meetings

Host project kick off meeting to confirm project goals and current facility's requirements. Host a secondary meeting to apprise the City on project progress. And host a concluding meeting to review decarbonization plan and any supporting documentation.

##### Task Two: Existing Conditions Analysis and Develop Holistic Equipment List

Survey existing building infrastructure, electrical, HVAC, plumbing, and other utilities to document as-built conditions, existing infrastructure, and verify design constructability. Compile a list of all the mechanical equipment in the building with manufacturer, model number, serial, date installed, capacity, and other pertinent information.

##### Task Three: Calculate Heating and Cooling Loads

Using historical energy bills and equipment, calculate rough heating and cooling loads for existing conditions as well as a fully electrified and more energy efficiency building.

##### Task Four: Compare Electrified Replacement Options

Identify alternatives to electrify existing infrastructure. Options to be considered include: variable refrigerant flow (VRF) system (especially in north wing of building); air source heat pump rooftops and air source heat pump split system furnaces; electric resistance heating versus natural gas backup heating; using a dedicated outside air system (DOAS0 with energy efficiency, and others.

#### Task Five: Energy Efficiency Analysis Summary

The 2030 District has already done a building energy audit. For this task, the results of that audit, including recommendations for improving the efficiency, will be integrated into what will become the final decarbonization written plan.

#### Task Six: Identify Renewable Energy Potential

Conduct analysis of the viability of various renewable energy technologies onsite and offsite to help power the facility with 100% renewable energy.

#### Task Seven: Prepare and Deliver Final Recommendations

Draft written report and prepare recommendations on how best to decarbonize the election center, cost effectively. Deliverables should include:

- Clear recommendations on actions to implement.
- Cost estimates for each action.
- Schematic design narrative describing suggested improvements.
- Drawings and specifications that can be used for bidding, permits, or construction work.

#### Timeline:

---

All tasks should be completed within two months of contract execution.

#### Payment:

---

Work will be billed at a time and materials (T&M) budget with a not-to-exceed amount of \$xx,xxx for the scope of work outlined above.

## Due Diligence HVAC Report

3021 Miller Rd.

### City of Ann Arbor Report

8.28.23

**Location:** Front entry way

Split System #1: Payne furnace (90%, 2019) with a Lennox cased A/C coil (2013)

- System has a newer furnace (2019) that is in good condition. The existing A/A coil is estimated to be late 90s, tied into a condenser that was updated in 2013. This is an R-22 system that was converted over to M099.
- The unit services the front entry way and two offices at the front of the bldg.
- It has below grade supply ducts in the concrete slab, there is water intrusion in several of the supply registers and the main supply run off of the unit had water in it as well. Either the concrete has cracked around the ductwork allowing water to leak in the system or there could be an issue with the irrigation system causing excess water to find its way thru the foundation. This will need to be addressed to prevent mold/mildew issues.
- Htg and Clg functions both operated correctly. Unit is in fair shape but is dated and has been patched together (Payne furnace, Lennox I.D coil and a goodman condenser).

Split System #2: Lenox furnace with an uncased coil.

- Furnace is from 1998 but appears well maintained, condenser is a 2013 Goodman.
- System serves the second floor office space above the main entry.
- Attempted to run htg/clg, operations but the indoor blower motor has failed on the unit. The burners came on and the condenser came on but the blower must be replaced for the equipment to function properly.
- Main breaker for the unit was tripped upon arrival, indicating this has been out for some time.

Split System #3: Lenox furnace with an uncased coil

- Furnace and Condenser are from 1995.
- System serves the front main lobby.
- Unit ran in both htg/clg operations but upon closer inspection of the condenser the discharge line was not very warm, I suspect this may be low on refrigerant but its hard to tell without more in-depth diagnostics. The unit was putting out 55 deg discharge air and did not warrant the extra time on this visit. The A/C control wiring had been disconnected from the furnace ckt board indicating that someone may be aware of a leak in the system.
- This unit is towards the end of its lifespan and should be replaced vs repaired if there are any large faults down the road.

#### Mini Split System #1: Daikin (2014)

- Unit serves the front right office next to the main entrance.
- Newer mini split, there were no batteries in the unit's controller (specialty size) so the unit could not be tested. From a physical inspection it appears that it has been well taken care of but with out being able to run it up its hard to give an in-depth analysis.

#### Mini Split System #2: EMI (xxx)

- Unit serves second floor, front office
- Has been offline for sometime (breaker shut off). The compressor doesn't work and the system is from the 90's. It has been abandoned in place by the previous tenants. As this area has ductwork feeding the room from the 2<sup>nd</sup> floor split system the unit is most likely not needed.

**Location:** Main office area (units located on roof)

#### RTU 1A: Trane (2019)

- Unit is very new htg/clg operations functioned properly. Found that the economizer option had not been wired in. This should be done to maximize energy savings.
- When the unit was replaced the low volt control wiring was re used. This wiring is functional but very weathered and will need probably to be replaced at some point within the next 5-7 years or so.
- Condensate P-Trap is damaged/ needs to be reworked.

#### RTU 2A: Trane (2000)

- Unit ran in htg operations but found that the condenser fan motor was seized up. A/C will not function unless the motor is replaced.
- The gas shutoff valve is very loose (handle) and could easily vibrate itself shut. This ½" valve should be replaced.
- Unit is weathered but can be brought back online without to much work.

#### RTU 3A: Trane (2019)

- Unit is very new, operated properly in both htg and clg operations.

#### RTU 4A: Trane (2000)

- Unit is weathered but functioned properly in htg/clg operations.

#### RTU 5A: Trane (2000)

- Unit ran in clg mode but noticed slightly more than normal frosting on the fixed orifice evaporator coil. At this time its not a concern but could be a sign of issues down the road. More in depth investigation would be required to determine if there is an issue to worry about. At this time it is operating.
- Unit would not run in htg mode, found a seized combustion fan motor. This would need to be replaced before an in-depth htg inspection could be performed.

**Location:** IT Room

Split System #1: Mitsubishi (2016)

- This unit provides cooling for the I.T/Data room. It is a newer unit in overall good condition. Operated properly in clg ops.

Split System #2: Liebert (xxx)

- Mitsubishi unit replaced this equipment but was left abandoned in place. Attempted to cycle unit but it did not fire. This unit can be left abandoned, removed, or diagnosed and repaired. It does not matter.

**Location:** Maintenance Garage

Split System #1: Rudd (2018)

- This is a newer unit in good operating condition. The previous contractor replaced the unit and reused the existing line set and filter drier, the unit sits off centered on the pad but it is currently functioning just fine. Looks like a rush install job.

Mini Split System #1: EMI (90s)

- Unit is abandoned in place. Was not removed after the above split system was installed. It can be left alone or removed.

**Location:** Roof #2 (Bees everywhere, in units and under wooden paneling on roof eaves)

RTU 1B: Trane (2019)

- Unit is new and functions properly, attempted to thoroughly inspect but came across a large wasp nest inside filter rack.

RTU 2B: Trane (1999)

- Unit would not cycle from T-Stat in htg or clg, attempted to remove electrical panel but wasps started flying out, there are nests inside the unit.
- All panels need to be removed and sprayed for wasps before a more in-depth inspection can be done.

RTU 6A: Trane (1999)

- Unit cycled in both htg and clg operations. Unit is old and weathered but till operating.

## **Summary**

There is quite a mix of equipment at this site. The older units from 1998-2000 are all nearing the end of their life span. I would try and budget for equipment replacement so when they do start suffering large component failures, they can be replaced vs repaired. The typical life we see out of commercial RTUs is between 20-28 years. There are five old Trane RTUs and three residential splits that all fall into

the middle of this range. Somewhere in the bldg. there is an older energy management system that monitors the zone temps and enables the main t-stats based on how many areas are calling for clg. Was not able to trace down the interface at this time. Primarily focused on if the equipment was functional.

- Three older Trane RTUs require repairs
- Two residential split systems require repairs (including ground water/ duct issue)
- Wasp extermination in the 2<sup>nd</sup> roof needs to happen (remove all unit panels and inspect/spray) before repairs can be made to RTU 2B.
- Slot 1998-2000 dated equipment from replacement.