

ADDENDUM No. 1

RFP No. 17-15

Architecture Consulting Services

Due: Thursday, July 13, 2017 at 2:00 P.M. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposals for Architecture Consulting Services, RFP No. 17-15, on which proposals will be received on/or before Thursday, July 13, 2017 at 2:00 P.M.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes four (4) pages.**

Offeror 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 will be considered nonconforming.

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

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

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

I.CHANGES AND CLARIFICATIONS

1. On page four (4) under F. Sealed Proposal Submission, all proposals must be **delivered to the City Customer Service Unit**, NOT the Procurement Unit. The Customer Service unit is located on the first floor of City Hall at the following address:

City of Ann Arbor
C/O Customer Service
301 East Huron Street
Ann Arbor, MI 48104

2. Also under Section 1: General Information, F. Sealed Proposal Submission, each respondent must **submit a total of three (3) hard copy proposals** in a sealed envelope, not four (4). This should include:

- One (1) original proposal
- Two (2) additional proposal copies
- One (1) digital copy of the proposal, preferably on a flash drive as one file in PDF format.

*Note that the two (2) hard copies of the fee proposals shall be delivered in a separate sealed envelope.

3. For proposals submitted for specific projects, fee proposals must be inclusive of any travel costs (mileage, hotel, flights, etc.) as travel costs are not reimbursed separately.

II. 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: Would this contract for architectural services include civil engineering and landscape architecture services? What about playground design services?

Answer 1: No, engineering and landscape services are included under a separate RFP # 17-14 Request for Engineering Consulting Services. However, you may list preferred consultants that you partner with regularly. Playground design services are also managed under a separate contract that is not up for renewal until 2018.

Question 2: What is the Engineering Consulting Services RFP # and where is it located?

Answer 2: The RFP # is 17-14 and it can be found on MITN and the City of Ann Arbor website.

Question 3: Is there overlap between the Engineering and Architecture Consulting Services RFPs?

Answer 3: No these are separate RFPs that will be evaluated separately.

Question 4: Is it anticipated that the architectural consultants would have to use the engineering consultants that receive standing contracts?

Answer 4: No. Architects would be able to use their preferred engineering sub-consultant, but may choose to partner with one of the engineering consultants under our standing contracts.

Question 5: What should the fee proposal include?

Answer 5: The fee proposal should include the firm's standard fee schedule of hourly billing rates. Once selected and under contract, the firm will be asked to provide a proposal that includes a fee for each individual project.

Question 6: What type of construction management or oversight services are anticipated?

Answer 6: The City is looking for the selected architects to assist with construction oversight working with contractors on-site and answering technical questions.

Question 7: Should fee proposals for sub-consultants be included?

Answer 7: No, that is something that would be included on a project-by-project basis.

Question 8: Are the engineers and architects with standing contracts to share the \$150,000 or are they paid separately.

Answer 8: Each individual contract has it's own limit of \$150,000 per fiscal year. However this amount could be exceeded with approval from City Council.

Question 9: Will the sign-in sheet for the pre-proposal meeting be made available?

Answer 9: Yes, it is included in this Addendum.

Question 10: I was unable to attend yesterday's non mandatory pre-bid meeting; may I still receive a copy of the sign in sheet and answers to the questions asked yesterday and also in emails to you and Hillary Hanzel?

Answer 10: The sign in sheet and answers to all questions are posted herein as part of this addendum.

Question 11: Will the answers be emailed out or just posted on line?

Answer 11: The answers to the questions are posted herein. They will not be emailed but this Addendum will be published on the City's Purchasing Website and MITN.info.

Question 12: Which architecture firms previously held the contracts?

Answer 12: Mitchell and Mouat Architects, and Kohler Architecture

Question 13: The RFP requires 3 additional copies of the proposal to be submitted along with 1 original proposal. At the Pre-Bid meeting 2 copies were mentioned. Could you confirm the number?

Answer 13: See Clarifications above.

Question 14: The RFP requires 2 copies of the fee proposal to be turned in a separate envelope. At the pre-bid meeting 1 copy was mentioned. Could you confirm the number please?

Answer 14: See Clarifications above.

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

