

ADDENDUM NO. 1

Date: June 7, 2022

From: Mandy Leonard, Washington County

Project: RFP for ARPA Architectural Services

Owner: Washington County Public Works

To RFP Responders:

The following Clarifications are hereby made a part of the RFP documents in response to questions received.

CLARIFICATIONS

Item 1-1:

Question: "Section 1.1 indicates that Washington County may enter into multiple contracts as needed to provide the variety of services that may be required, while section 2.5.2 describes the full range of consultant expertise required of the submitting firm/team. Does the county anticipate that there may be consultant services in addition to those listed in section 2.5.2 that may necessitate additional contracts, or do you anticipate that there may be more than one Architectural Services contract awarded?"

Answer: The County anticipates more than one architectural services contract may be awarded.

Item 1-2:

Question: "Under the Proposal Content section, Item 3.8, we are requested to provide a work plan and/or schedule identifying the major tasks to be completed. Section 1.1 Project Overview indicates that the services will be on an as-needed basis over a five-year period. Should the project approach, workplan and schedule in our response be based on our general approach on a potential project, or how we would approach this on-call agreement overall?"

Answer: The County is looking for a description of your general approach to project management and how you approach key milestones and schedules throughout a project. Based on this contract being a service contract, how will your team approach the on-call agreement as the overall project is made up of multiple smaller projects throughout the County.

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Item 1-3:

Question: “Are there specific goals for the consultant team makeup regarding small/emerging, women, minority, etc. owned businesses?”

Answer: No specific goals.

Item 1-4:

Question: “Attachment D, Proposal Submittal Form, lists eight service categories, while Section 2.5.2 Consultant Expertise lists 10 service categories. In addition to completing Schedule D can we provide a supplemental sheet including the rates for the full range of services requested? Additionally, can we include additional consultants to our team that may be required based on the range of projects that could be undertaken? For example, the potential for cost estimating for projects is noted within the RFP; can we include a cost estimator as a part of our team?”

Answer: Due to this contract being a service contract and may be renewed up to 5 years we anticipate additional projects may be needed with various consultant needs. It is encouraged to provide rates for all services and consultants available to your firm.

Item 1-5:

Question: “I did have one question on the RFP related to scope of services. Since the project is related to planning, programming and design of hybrid workspaces, I question some of the listed consultants on page 7. Do you anticipate the need for Structural, Civil, or Landscape Design for this project?”

Answer: Based on this contract being a service contract that will cover multiple smaller projects a variety of needs will need to be met for each project individually. We do anticipate this service being needed for projects identified.

Item 1-6:

Question: “On page 4 of the RFP under scope of work and deliverables, it seems to be written more for a public works project than an interior design/architecture project. Rather than consultation with South Washington Watershed, it would be more likely that we would need to consult with the various city building departments for codes reviews; would that be correct? Section 2: is the “municipally approved preliminary layout” and reference to the township and South Washington Watershed District applicable to the RFP?”

Answer: Delete Paragraph 2.0 ~~The role of the selected Consultant team will be to complete all tasks necessary to take the project through the development of a municipally approved preliminary layout. Washington County will act as the lead agency through all aspects of the project. The County's role as lead agency does not preclude direct and regular interaction between the Consultant and the Township, South Washington Watershed District, and other agencies. Their input and review is important and their approval of the preliminary layout will be required; however, the County is to be kept informed of agency dialogue and will assist the Consultant in determining the need and scope of interaction with a particular agency. The Township will need to be involved in the design layout development and review and other intermediate completion points, and their input will be incorporated on a regular basis to avoid review delays or reworking of design elements.~~

Replace with: The selected firm will work with the invested stakeholders, Project Manager, and the County selected furniture vendor to create concepts and construction plans for space reconfiguration that

include the County planning philosophy and align with individual project budgets. It will include design strategies that implement new workstyles that enhance the functionality and flexibility of the County facilities to maximize space, support, employee attraction, attention, and engagement, adapt to the changing needs and demographics, provide safety and security, promote wellbeing, support diversity, and improve capitol efficiency. Each project will include a phased approach to design that includes various levels of programing, design, estimating and construction. All plans and drawings will be required to meet local building codes for approval of permits for construction.

Item 1-7:

Question: “On page 5 it notes city or county experience; can we also include other related experience for other public entities or private clients? Section 2.3: Besides City and County experience, can we also include the same type of work done for the state of Minnesota or other governmental agencies?”

Answer: Yes, please include all relevant experience.

Item 1-8:

Question: “In the Project Overview, last paragraph, it states that the Contractor agrees to comply with the American Rescue Plan Act, as amended, as well as the rules of any regulatory body under the American Rescue Plan Act. Is there a specific resource/section you can point us to that we need to follow?”

Answer: For more information on the American Rescue Plan Act please visit the [U.S. Department of the Treasury](#) website. Treasury released an Overview of the Final Rule that provides a summary of the major rule provisions of the American Rescue Plan Act - State and Local Fiscal Recovery Fund.

Item 1-9:

Question: “Under Proposal Content 3.8 it asks for a work plan and/or schedule identifying the major task to be accomplished as well as a timeline. Since there is not a specific project, is there another way you would like to see this or see something similar?”

Answer: The County is looking for a description of your general approach to project management and how you approach key milestones and schedules throughout a project. Based on the fact this contract will be set up as a service contract how will your team approach the on-call agreement as the overall project is made up of multiple smaller project throughout the County.

Item 1-10:

Question: “In Appendix A, XXXIII, Socioeconomic Affirmative Steps; it states Affirmative Steps must include at least the six steps listed. We don’t frequently have bids or solicit list for example as mentioned or establish delivery schedules. Could you expand or clarify on these (6) sections as it pertains to architectural consultants?”

Answer: The vendors when hiring subcontractors for work being performed would be required to solicit in the manner outlined in Appendix A, XXIII.

Item 1-11:

Question: “Is the table of contents to be included in the 15 page limit?”

Answer: No.

Item 1-12:

Question: “Section 1.1: Does the ARPA contain language regarding the use of DBEs?”

Answer: ARPA does not contain specific language regarding the use of DBE’s. Since ARPA funds are federal funds, 2 CFR 200 does need to be followed including the socioeconomic affirmative steps included under Attachment A Section XXXIII.

Item 1-13:

Question: “Section 3.4: Can we use a general project approach to our work since we don’t know what the specific project let under the Master Contract may be? Also, should we disregard the additional tasks needed to improve the results of the project?”

Answer: Yes, please include your general project approach and include any additional tasks you feel would improve the results of the project.

Item 1-14:

Question: “Section 3.5: Can you clarify if we should include expertise in drainage design and environmental work?”

Answer: The Counties Project list includes a variety of needs from office planning and programing to building design and remodeling that may include exterior civil design and landscaping.

Item 1-15:

Question: “Section 3.7: Should we assume personnel availability to do the work is within a certain timeframe?”

Answer: Yes, the County would anticipate starting projects as early as July-August of 2022 with projects continuing through all of 2023 and possibly 2024.

Item 1-16:

Question: “Section 3.8: Should we include an example of a work plan or schedule from a previous project since the project(s) under the Master Contract are yet to be defined?”

Answer: Yes, please provide an example of a work plan and how you identify the project schedule.

Item 1-17:

Question: “Section 4: Cost of Services: is the evaluation based on our rate table? For the Cost Form, do you want us to include rates for all of the disciplines listed in Section 2.6?”

Answer: Yes, please include all rates listed and any additional service rates you feel would be relevant to provide as part of the service contract.

Item 1-18:

Question: “We are making the assumption that we will engage specific ‘Partners’, depending on the project scope, to develop cost estimating where necessary. i.e. furniture, mechanical, construction etc.”

Answer: We would expect the architect to provide construction estimates based on their design. Only FFE costs will be addressed by the County selected furniture vendor.

Item 1-19:

Question: “Is there a listing of preferred General Contractors, along with other preferred Vendors, that Washington County has approved?”

Answer: The County will contract with vendors and contractors based on the scope of work for each project. No contractors are identified at this time.

Item 1-20:

Question: “When it comes to sustainability, are there any standards that we are governed by? i.e. LEED, Well, Fitwell.”

Answer: No.