**City Hall Redesign RFP - Questions and Answers**

**Questions**

1. Provide a list of departments that will be included as well as staff numbers?
2. The RFP mentions including space for departmental growth – has this been determined for each department?
3. I understand that furniture is a separate budget, however are there plans to re-use existing furniture that would need to be factored in to space-planning?
4. Is the schedule in the RFP for the Design or for Design and Construction? i.e. Is design expected to occur April 24 – May 22, 2017 … or does Design and Construction occur May 22nd, 2017 to Dec 31st 2018?
5. Please clarify as part of the responses what the required liability insurance to be carried is. You had stated verbally that $3M isn’t necessary, but I’d appreciate it if you could clarify in writing.
6. The way I read the ‘Selection Process’ it sounds as if your intent is to evaluate based on qualifications and past experience, then negotiate a fee with the top firm. Yet you also include a bid form and fee as part of the package. Are we providing a fee as part of the proposal or are you evaluating based on firm qualifications and then negotiating a price?
7. During the walkthrough you mentioned that the electrical system needs to be replaced. When I read the EMG facility assessment they state that the electrical system is in good shape. Can you clarify what you meant by replacing electrical systems?
8. Will the City vacate the building during renovation period?
9. The RFP refers to redesign of first floor to accommodate non-City staff.  Does this refer to Planning and Zoning level or Contois Hall level?
10. Would redesigned space be rented?
11. Has a tenant been identified?
12. What is scope of interior design for non-City space?
13. Could you please send us the link to the Dropbox that you mentioned you were setting up with City Hall RFP attachments?
14. If the heating system in City Hall which also serves the 135 Church Street, and similarly with the cooling system in 135 Church Street which serves City Hall proposed to be separated, how do we account for the design efforts necessary to for the 135 Church Street portion of work?  Should the work necessary in 135 Church Street be included in our proposal?
15. I did not come across the bid advertisement for the City Hall Renovations until after the mandatory walk-through had already passed. I was wondering if there would be another opportunity for members of our firm to do a walk-through of the site?
16. Under the "Proposal Format" section, item 6, a bid form is noted and Attachment A is this Bid form.  However in the "selection process" section, there is verbiage stating "*Cost information is not to be submitted with the proposal; however, “non-binding cost estimates” will be requested and considered at the discussion stage for those firms selected for interviews."*Could you please confirm if fees are to be included in the proposal or at the time of interview?
17. Are there any building Life Safety or Fire Safety violations that have been flagged by the City Building Inspector?  Are there any code reviews/reports that have been done in the past that can/will be shared to initiate this work?
18. Has any lead/asbestos or hazardous materials investigations been done to date?  Are there any reports/summaries of this?  Should an environmental/abatement consultant be included for the project?
19. Should cost estimating (a cost estimating consultant) be carried as a part of this scope of work?
20. From the RFP it doesn't sound like civil or landscape work/consultants will be required.  Can you confirm this?
21. We understand from the walk through that FF&E/office systems furniture is not to be included at this time.  Please confirm.
22. We have found that acoustics are a key part of successful office design and performance.  Should an acoustical consultant be included as a part of the team?
23. We see in the "proposal format" section that we are requested in #3 to respond directly to the Evaluation Criteria, and see those items listed in the following section.  Following that section, “selection process", also lists selection criteria.  We note that we are encouraged to be concise with our proposals. Is it your intent for teams to also specifically address these selection criteria in addition to the evaluation criteria?  Would you like that included with the Evaluation criteria or in some other way/section to facilitate ease of review and comparison by your selection team?
24. No project approach is specifically requested and we appreciate your request for concise responses throughout the RFP.  As a part of item #2 of "proposal format", "Proposed scope of work", is it acceptable to submit a short narrative describing how we would approach the project?
25. What type of proposal you’re seeking? Under ‘Selection Process’ the RFP states:

 “The review committee may engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence and experience, to provide the required services for this project. Cost information is not to be submitted with the proposal; however, “non-binding cost estimates” will be requested and considered at the discussion stage for those firms selected for interviews.”

This seems to indicate that we’re not submitting a fee proposal. Furthermore, the evaluation criteria as stated in the RFP does not list fee or pricing as part of the criteria.

1. We would like to discuss the potential of putting in geothermal while you are digging up City Hall Park. Is this feasible?

**Answers**

1. I will send an attachment and put it on the drop box for everyone.
2. That will be part of the process. I have met with each dept. and have some numbers which will be confirmed in the process.
3. We will most likely utilize all new furniture. Some of it will come down to budget.
4. Design and Construction May 22 – December 31, 2018.
5. We have negotiated the $3M in insurance on previous occasions. I cannot say it is not there but that it can be negotiated.
6. I will verify with others but my understanding of how it is written is that we do wish a written proposal with a fee but that we will be looking at all of the qualifications and criteria to determine the final decision. Fee will not be the sole basis for award.
7. The actual electrical panels are in pretty good shape and relatively new, there is just not sufficient electrical outlets for what needs to be done in the building. The infrastructure is good, the space electrical is not.
8. We will not be vacating totally but moving around.
9. The first floor is the Planning and Zoning level.
10. The space conceptually could be rented.
11. No tenant has as of yet been identified but we have discussed some.
12. I hope we would have the above question answered in time to help with that design.
13. The link to the drop box is: <https://db.tt/JScn4JOs4V>
14. The date has passed and there will not be another opportunity to meet in the future. Yes, we will supply a list of attendees.
15. We are getting clarity on this. However, the RFP is clear that cost is not to be submitted.
16. Not that are major to be addressed.
17. There is lead paint in the building and a consultant should be included.
18. Yes
19. You do not need a civil or landscape consultant.
20. The furniture is not included.
21. Clarifying with others but I do not believe so.
22. It would be good in your description of work to address the evaluation criteria.
23. Yes
24. BED is willing to work on feasibility of geothermal in City Hall Park.