



October 11, 2018

**ADDENDUM #1**

**RFP 19-03 PROJECT MANAGER – VIENNA POLICE DEPARTMENT RENOVATION AND CONSTRUCTION**

**\*\*\*\*\*ATTENTION BIDDERS\*\*\*\*\***

(To be completed and returned with bid response)

1. Q: Ref Item 4. Scope of work. #5 and #6f. Please verify procurement of the work is intended to be Design/Build method?

*A: The project will be constructed using Design – Bid –Build method*

2. Q: Ref item 2. Purpose and Overview. Para 2. A/E is to be on-board in early November 2018. Item 4, Scope of Work, items #5, #6d and #6f states contractor is to be a Design/Builder.
  - a. Is the A/E who is engaged in November part of the Design/Builder team?
  - b. If contractor is Design/Builder – to be brought on board later to work off Bridging Documents, when will D/B be brought on board?

*A: There is no one entity called Design/Builder; there is a separate Design (A/E) and will be a separate construction contract.*

3. Q: Ref Item 2. Purpose and Overview. Para 2. Start of the Design/Preconstruction management is at award 12/10/18, and continues through start of construction in Spring 2020, with completion slated for Summer of 2021. For purposes of providing a construction services fee estimate, please verify:
  - a. Preconstruction will start immediately after award, and run approximately 15 ½ months until Spring 2020?
  - b. Construction phase will be about 14-15 months, from Spring 2020 to Summer 2021?

*A: yes*

4. Q: Ref item 3. Background. Para #3. Scope includes construction of new facility, renovation of current facility and development of a space program for a section of the Town Hall.
  - a. Is this a phased project or will these portions of the work be executed simultaneously?
  - b. If phased, will all phases occur during the 14 months?

*A: To be determined as design progresses*

5. Q: Ref item 3. Para 4. “Major disciplines required for this project include architecture, civil engineering...HVAC peer review and third party commissioning, LEED team member, value engineering, independent cost estimator, and interior design.” Please indicate which, if any, of these major disciplines and/or services are to be included in the CM contract?

*A: None of these major disciplines are required to be included in the CM contract; however firms are free to offer these or additional services in proposals*

6. Q: Ref item 3. Para 4. Leed Silver goal. Will a LEED consultant be engaged separately by the Town?

*A: Undetermined*

7. Q: Ref Item 4. Scope of work.

- a. #6. “Establish and maintain CM presence on-site”. We believe this project will require a full-time PM. Please confirm?

*A: For A&E we don't believe full time is warranted. For construction, we are expecting for whatever is required to meet our needs of the project.*



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8. Q: #6b and c. 'Monitor and Inspect materials, equipment, supplies; workmanship and installation in accordance with construction contract documents'. Does the Town envision a QC inspector in addition to a PM?

*A: Not at this time*

9. Q: At what times during the project duration will the Project Manager need to be onsite 40 hours per week?

*A: We expect the PM to onsite as needed and as job dictates, 40 hours per week could be anticipated during construction phase.*

10. Q: Is this project based on hours worked or on total effort of performing the tasks?

*A: Project is based on total effort of performing tasks*

11. Q: Will there be a transition plan to be created to coordinate phased or planned moves to fit in with renovation and construction schedule?

*A: Any transition planning will be determined as design progresses.*

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

NAME AND ADDRESS OF VENDOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

*Please Print*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_