



## **ADDENDUM #1**

**ITB/RFP NUMBER: 2015050-FD-P**

### **Architectural & Engineering Services for Fire Station Renovation RFP**

DATE: June 4, 2015

TO: All Potential Bidders/Offerors

City of Harrisonburg's Architectural & Engineering Services for Fire Station Renovation RFP, is modified as follows:

As part of this addendum, the agenda and sign-in sheet from the Mandatory Pre-Proposal Meeting, held on June 2, 2015, is attached. Additional questions and answers, as well as other notes from the meeting may be found below.

The original plans of the building are available in PDF format (2 sets) and are provided as part of this Addendum #1. They will be posted as 2 separate PDF documents (set 1 and set 2) and will be posted separately from this addendum document. The drawings are not "as-built's" and are for informational purposes. Vendors should verify all information.

#### Questions & Answers

1. Question: In section 2.0 Scope of Work, it includes providing cost estimates at several stages of the process. If those cost estimates were provided by a general contractor, would that contractor be allowed to bid on constructing the project?

Answer: No, a general contractor providing cost estimates to this RFP (A&E) will not be allowed to bid on the construction. That would be considered a Conflict of Interest since the awarded A&E will also be involved in evaluating the construction bids.

2. Question: In section 4.0 Instruction to Offerors, 4.7, the last bullet point for items to be included in the proposal is a City of Harrisonburg Business License. May that requirement be satisfied by a statement that Offeror will obtain the license if awarded the contract?

Answer: Yes.

3. Question: In section 7.0 Evaluation Criteria, 7.1, can some sense of project schedule for delivery of construction documents and construction be provided? That would allow us to place this project in context of our workflow and accurately respond to the priority it would receive.

Answer: The table listed in section 6.0 Tentative Schedule lists anticipated date ranges for this project. The Fire Department wishes to have a reasonable cost estimate for the proposed improvements by November 1, 2015. A reasonable cost estimate is one that is provided in conjunction with Design Development plans and provides sufficient contingencies to account for unknown items that will be designed during the Construction Document phase. The Design Development plans are not expected to

be completed by November 1, 2015, but the cost estimate will be. As explained in the pre-proposal meeting, this November 1, 2015 date is important as it will allow City staff time to plan for funding of construction.

4. Question: In section 7.0 Evaluation Criteria, 7.3, civil engineering is an expertise required for the project team. The project describes an “interior renovation.” Would you please describe what portion would or might require a civil engineer?

Answer: The bowed sanitary sewer drainage system replacement will require a civil engineer as well as the updated drainage system in the apparatus bay (wash bay) to bring it up to the City’s MS4 code requirements.

5. Question: In Attachment E, along with the General Terms & Conditions, “Special Terms & Conditions” are mentioned. We were unable to find them at the website reference provided. Would you please guide us to where they can be found?

Answer: There are not Special Terms & Conditions for this project.

6. Question: On page 2, 1.0 Purpose, the second paragraph differentiates between “Construction Administration” and “Project Inspection Services” – will these be lumped together like typical AIA?

Answer: Yes. Inspections as related to this scope of work will be related to the Architect’s inspection responsibilities.

7. Question: In section 2.0 Scope of Work, it references both working and living quarters – can you please clarify this?

Answer: The project will include office space downstairs (working), training space (working), and living quarters.

8. Question: Will this project require any exterior or cosmetic improvements to the building?

Answer: We would like to do minor exterior improvements, however it will depend on the budget. The inside being more functional for City staff is more of a priority.

9. Question: Is there a budget for this project? Is it fully funded?

Answer: No, there is no budget for the overall project at this time. The project is partially funded at this time. The architectural and engineering services does have secured funding for that portion of the project, however the funding for the construction part has not been secured. It is the intention of the City Manager to include this project in a bond issue in January 2016.

10. Question: During the renovation, will the staff operate out of another building?

Answer: No, staff will need to operate out of this building during construction. The City might be able to bring in trailers during this time for the living quarters, however the garage bays will need to be fully accessible at all times.

11. Question: Does the station currently accommodate men and women?

Answer: Yes, but barely. A lock was added to the downstairs (first floor) bathroom. There is no separate bathroom, shower or sleeping areas for women downstairs. Upstairs (second floor), there is a

separate women's bathroom that originally contained two (2) stalls with toilets. One toilet in this restroom was removed and replaced with a shower stall. A separate sleeping (dorm) facility for men and women is not expected as part of this project, as all staff are required to sleep in their PT clothes. The bathroom and shower issues do need to be addressed during renovations.

12. Question: Are there any LEED requirements for this facility?

Answer: No. This will not be a LEED certified facility.

13. Question: On page 2, section 2.0 Scope of Work in the Schematic Design Phase it mentions site surveys, including asbestos assessments. Does this include testing as a responsibility of the A&E? And will the testing required be phase 1 (visual) or phase 2 (lab tests)?

Answer: An Environmental Assessment for the areas to be renovated shall be included in this scope of work, and all required abatements will need to be included in the final construction documents.

14. Question: If asbestos is found, who is responsible to remove it?

Answer: This will be included in the construction documents – it will be the responsibility of the construction contractor.

15. Question: If asbestos is found, will a full abatement of the building be required, regardless of the area it is found in?

Answer: No, only renovated area.

16. Question: In addition to asbestos assessments, will this include other hazmats, such as lead-based paint?

Answer: See response to question 13 above.

17. Question: Is the upstairs Training Room used for any community activities or City activities?

Answer: It is not used for any community activities, but it is used somewhat regularly for City activities. Community activities are generally held in Station #4 on Rock Street, which has a similar size space as the upstairs Training Room.

18. Question: How many staff members are normally in a training session (held in the upstairs Training Room)?

Answer: Generally 20-30 staff members are present for training, 2-3 days per week.

19. Question: Can you provide a list of deficiencies of the current space and/or desires for the new space?

Answer: Here is a list of requested improvements/issues with the current space:

- Larger bedroom area
- Bedroom acoustics – snoring
- Better shower/toilet facilities – men
- Better shower/toilet facilities – women
- Staff lounge area to accommodate at least 10-12
- Larger dining facilities to accommodate 10-12
- Better kitchen facilities

- 3 refrigerators – one for each shift
- More/better locker space for personal belongings
- Better locker space for turnout gear
- Larger PT area
- Offices for engine office, truck officer, car seat technician
- Computer stations in each office
- Move washer & dryer closer to sleeping area
- Replace roof
- Replace generator

20. Question: Are there any ADA or handicap issues we should be aware of? Any desires to address?

Answer: The building is not handicap accessible now. The second floor is only accessible by a stair chair and carry. ADA accessibility will be a discussion held during the Schematic Design Phase.

21. Question: Are there any unique or irregular IT requirements for the building?

Answer: No, there are no servers located here of any kind, only internet, phones and cable TV.

22. Question: Are there any mechanical issues that you are aware of?

Answer: No, everything is maintained with service contracts. The inside air handlers are downstairs and the current generator is in the compressor room.

23. Question: For the prep kitchen, if it is touched, will it be required to be brought up to current standards? Are there any Health Department requirements for the kitchen? Does it even need to be classified as a commercial kitchen, since the usage has changed?

Answer: This can be addressed during the Schematic Design Phase.

24. Question: What is the number of people you would like to accommodate in the sleeping quarters?

Answer: Up to 10 full-time staff members. Space for more beds would be good, but we cannot have less.

25. Question: Will there be a need for separate “Captain’s Quarters”?

Answer: No, that is not required or desired but can be an option.

26. Question: Are there any plans to update the alerting system?

Answer: No.

27. Question: Are there places for IT drops?

Answer: Yes.

28. Question: What are some of the main activities that take place in the downstairs space?

Answer: There is a space for cooking, eating and watching tv. There is also a foyer space at the front of the building, which is not required to stay. There are two offices, one for each company (engine &

truck), plus one office for the child safety seat officer. The child safety seat officer regularly meets with clients, shows videos, and installs car seats and performs car seat checks (in first bay). (The first bay will remain as the bay to be used for car seat checks and installation, regardless of whether the car seat officer's office remains in the same place or is moved. There is no opposition to moving the location of the office.) All three (3) offices must be maintained in the new design plan. Most of the daily work is done in these spaces, and we would like for them to remain on the first floor if at all possible. There is a storage closet and an equipment closet (originally the radio room), which the space can be used in the new design.

29. Question: What is above the exercise room?

Answer: Upstairs Training Room, where the meeting took place.

30. Question: Are you opposed to additions?

Answer: No, but we believe the needs can be met with remodeling, and it's cheaper.

31. Question: Do you expect citizens to come to the fire station? Do you have a watch room?

Answer: Yes, citizens do come to the fire station on a regular basis. We do not want a watch room.

32. Question: Do you ever have a pressurization issue in the bays?

Answer: No, it has not been an issue. The City does have an exhaust system installed which kicks on when the engine is started. The lines are magnetic and attach to the trucks' exhaust, and detach when the truck exits the bay. It is re-attached by the staff when the truck returns to the station.

33. Question: Do you have a place in mind for the location of the new generator?

Answer: Yes, downstairs on the first floor near the current generator in the Generator Room.

34. Question: In the downstairs kitchen, will the contractor have to upgrade to a Class 1 hood system or can the current hood be grandfathered in?

Answer: This can be addressed during the Schematic Design Phase.

35. Question: What type of fuel does the replacement generator take?

Answer: This can be addressed during the Schematic Design Phase.

36. Question: Will the construction contract cover the new generator being brought over and re-installed?

Answer: Yes, but it will depend on the timing of the Community Development Department demolition and storage.

37. Question: Is a speaker system wanted?

Answer: It will depend on where things are placed.

38. Question: In the wash bay, are the drains functional?

Answer: Yes, they just drain out into the field.

39. Question: On page 7, Section 7.0 Evaluation Criteria, in the table it lists “1.Priority” – does this mean the City has a preference policy (i.e. small business, etc.)? Can you clarify this?

Answer: No, the City does not have any preference policies. This refers back to section 7.1 regarding the priority the firm assigns to this project. Please see section 7.1 for further clarification of the line in the table you are referencing.

40. Question: Is any preference given to a local firm?

Answer: No, the City does not have any preference policies and is fine working with a company outside of the area. The City intends to award the contract based on the firm which is most qualified for the project, not based on which firm is closest geographically.

#### Other Notes

- The original structure was built in 1970 by Nielsen Construction Co.
- In total, this will be estimated to be about a 6,000 sq. ft. renovation project.
- Most of the building is brick, mortar & concrete – very little framing and drywall except in the living quarters and PT training area, which was added by the Fire Dept. staff.
- The original structure was designed to accommodate 2 full-time staff per day, but the station now holds 7-10 full-time staff per day
- Fire Chief Larry Shifflett is the Contract Administrator currently, however he will not see the project through from start to finish and noted that current Deputy Fire Chief Ian Bennett will likely be the point of contact from start to finish on the project.
- The room the meeting was conducted in (Upstairs Training Room on Second Floor) is mostly utilized for training 2-3 days per week, and even up to 5 days per week depending on the weather. Training is conducted by the Fire Dept. 5 days per week, divided between the training grounds on Mosby Road and the Upstairs Training Room. Some of the areas downstairs are acceptable to be moved up into part of this area on the second floor. The entire area in the current Upstairs Training Room is not all needed, and some space can be taken away and re-purposed.
- This RFP covers the architectural and engineering services for the living space (first and second floors) only at Fire Station #1. No engine rooms will need major work done to them, other than perhaps painting. No partitions in the engine rooms will be required.
- Part of the building is on an emergency generator, which acts in the case of a power outage. Because it does not service the entire building, the Fire Department will be receiving a second generator from the Community Development Department, when the current building is torn down. This generator will supply the whole building with emergency power and will need to be moved and re-installed as part of the renovation construction project.
- Possible project additions include:
  - Replace garage doors
  - Total roofing replacement on building
  - Painting
  - Exterior building cosmetic work
- The sanitary drain through the downstairs lounge room caused issues about 18 months ago. Roto Rooter used a camera scope to observe the issue and determined the drain line had a bow in it due to a hanger dropping off. It was temporarily fixed by Roto Rooter, but this drain line will need to be fully replaced. The City can provide the video footage from Roto Rooter during the Schematic Design Phase.
- There is also a drain line in the apparatus bay (wash bay) at the end of the building. The drain line has no grease trap and empties into a gravel pit in a field behind the building. Because of the City’s MS4 requirements, this drain system will need to be corrected as part of the project.

- Mr. Thomas Hartman, Assistant Director of Public Works, was present to review the five (5) project phases and noted this is an inclusive architecture/engineer design project.
- In the RFP, section 6.0 Tentative Schedule (page 6), the “plans are completed and construction cost estimates are complete: to be announced” should be replaced with a deadline of November 1, 2015. The estimated cost is needed by this date in order to provide the information to the City Manager in time to be included in the bond issue, anticipated for January 2016. We will not need the full construction documents by this time, just the Schematic Design and Design Development phase. No bid documents will need to be ready by November 1, 2015, however we anticipate probably spring 2016 the plans will need to be ready to bid. All construction will depend on the funding process for a start date.
- There are two (2) kitchen areas in the facility – one on each of the floors. The second floor is a commercial kitchen which was originally intended for fundraiser activities. The second kitchen is on the first level and is much smaller in size and does not adequately meet the needs of the staff that use it. It would be acceptable to combine the two kitchens into one, and move them up to the second floor.
- The City does not have any volunteer firefighters on staff.
- The exercise room would be preferred to move upstairs instead of the offices. The three (3) offices would need to remain downstairs, as they are what will be most occupied during the day. This is critical so that visitors are assisted in a timely manner.
- The downstairs foyer area is nice because it is a break between the outside/inside in temperature changes, however we are not opposed to getting rid of this space and using it for something else.
- The building is locked overnight, and has a doorbell.
- In the Engine Room / Generator Room, other than moving and re-installing the new generator, only cosmetic work should need to be done.
- In the original design of the building, the floors in the engine bay area were meant to be rinsed with a hose and then it would drain out, however they found the water would pool in certain places, so numerous 2-3” holes were drilled in the floor. The holes have plugs and are able to be removed when needed.

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

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Authorized Signature

By: Pat Hilliard, CPPB  
Procurement Manager

**CITY OF HARRISONBURG FIRE DEPARTMENT**

**FIRE STATION ONE PROJECT**

**PRE-BID MEETING AGENDA**

**JUNE 2, 2015**

WELCOME

ABOUT THE BUILDING

SCOPE OF PROJECT

PROJECT MANAGER

SCHEDULE

FUNDING

QUESTIONS

TOUR

QUESTIONS



CITY OF HARRISONBURG  
OFFICE OF PURCHASING

MANDATORY PRE-BID MEETING SIGN-IN SHEET

Date: Tuesday, June 2, 2015

Time: 2:00pm

Name of RFP: Architectural & Engineering Services for Fire Station Renovation RFP (2015050-FD-P)

**\*PLEASE PRINT LEGIBLY. \*IF YOU HAVE A BUSINESS CARD HANDY, PLEASE ALSO LEAVE ONE WITH US.\***

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