



**DANE COUNTY DEPT. OF  
PUBLIC WORKS, HIGHWAY &  
TRANSPORTATION**

1919 Alliant Energy Center Way  
Madison, Wisconsin 53713  
Office: 608/266-4018 ♦ Fax: 608/267-1533  
Public Works Engineering Division

# **ADDENDUM**

March 18, 2020

**ATTENTION ALL REQUEST FOR PROPOSALS (RFP) HOLDERS**

**RFP NO. 320004 - ADDENDUM NO. 1**

**EMERGENCY MANAGEMENT FACILITY REMODEL**

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**PROPOSALS DUE: TUESDAY, MARCH 24, 2020, 2:00 PM. DUE DATE AND TIME ARE NOT CHANGED BY THIS ADDENDUM.**

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This Addendum is issued to modify, explain or clarify the original Request for Proposal (RFP) and is hereby made a part of the RFP. Please attach this Addendum to the RFP.

**PLEASE MAKE THE FOLLOWING CHANGES:**

**1. Scope of Proposals**

Page Scope of Proposals-2: Delete “4) Condition of existing roof systems (recommendations for replacement)”. No Design Services for the Roof Systems are to be included.

Page Scope of Proposals 2: Delete “5) Assess Concrete Apron in front of bays for repair or replacement. Include evaluation of possibility of heating portion of apron (10-15’ in front of bay).” No Design Services for the Concrete Apron are to be included.

Page Scope of Proposals 2: Delete”6) Evaluate site access and parking (including replacement of paved areas)” No Design Services for site access, parking, or landscaping are to be included.

Page Scope of Proposals 2: Delete “8) Stormwater drainage”. No Design Services for stormwater drainage/management are to be included.

**2. Clarification**

The building size mentioned in the walkthrough (18,607 sq ft on F1) is not correct. The recalculated values from the as-built plans, not double counting stairways, are as follows:

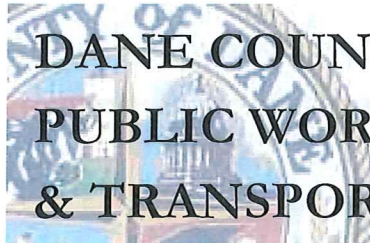
Basement: 3,598 sq ft.  
First Floor: 12,520 sq ft.  
Mezzanine: 802 sq ft,  
Total: 16,920 sq ft.

If any additional information about this Addendum is needed, please call Eric Urtes, AIA, at 608/266-4798, [urtes.eric@countyofdane.com](mailto:urtes.eric@countyofdane.com).

Sincerely,  
*Eric Urtes, AIA*  
Project Manager

Enclosures:  
Pre Proposal Site Tour Agenda + Sign Up Sheet

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Public Works Engineering Division  
Public Works Solid Waste Division

## PROPOSERS SITE TOUR

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### Emergency Management Facility Remodel (former Fitchburg Fire Station) 5415 King James Way Fitchburg, Wisconsin

RFP No.320004 – A/E Design Services

Wednesday March 11, 2020

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- Introductions / Sign in sheet
  - Project Contact for all Communication (Questions, etc.): Eric Urtes, AIA – Public Works Project Manager: [urtes.eric@countyofdane.com](mailto:urtes.eric@countyofdane.com) 608.266-4798.
  - Primary Dane County Emergency Management Staff working on design project: David Janda (Deputy Director) and Rick Lange (Response Equipment Specialist).
- Project Summary
  - Discussion of Design Services; Study Phase, including Programming, through Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Services and Construction Administration Phase. Outlined in the RFP Scope of Services + Professional Services Agreement.
  - Evaluation of Firm for Design Services 3/24 to 4/1/2020 (by Public Works and Emergency Management Staff) and award of Agreement by May 28, 2020. Tentative Approval Process for Bids (Issuance of Construction Documents mid-year with RFB to be issued to allow beginning of construction work yet in 2020).
- Discussion of Project Goals by Emergency Management / Scope of Work Overview
- RFP & Addendums - on the web
  - Dates / timeline
  - Forms: Signature Page & FLPC / See Cover Letter Instructions
  - Proposals – 8 Sections per RFP
  - Addendum & Study Phase Report
- Project Discussion
  - Proposal Submission: Tuesday, March 24/2020 by 2:00 PM
  - Original Building As-Built Drawing Set by Rugg & Knopp, Inc., New Berlin, WI – A/E firm.
  - Design Services are primarily for Interior Remodeling with some exterior upgrades
- Q & A
- Tour
  - 1<sup>st</sup> Floor
  - Basement Floor
  - Site Walk

Emergency Management Facility Remodel – RFP #320004 (March 11, 2020)

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