

## **ADDENDUM**

APRIL 22, 2021

**ATTENTION ALL REQUEST FOR PROPOSAL HOLDERS**

**RFP NO. 321012 - ADDENDUM NO. 1**

**ARCHITECTURAL / ENGINEERING DESIGN SERVICES FOR OFFICE BUILDING REMODEL**

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**PROPOSALS DUE: TUESDAY, MAY 4, 2021, 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 acknowledge this Addendum on the Proposal Form (Section 00 42 13).

**PLEASE NOTE THE FOLLOWING CONSULTANT SUBMITTED QUESTIONS:**

- Q1:** 00 24 16 – 1 para 1.D indicates “Urban Design” however this site is not in an Urban Design District; would you please clarify your intention or strike the words “Urban Design”?
- A1:** Because this building will be for governmental use, the City of Madison zoning code requires the approval of the Urban Design Committee, the Plan Commission, and the Common Council.
- Q2:** 00 52 98 – 24 indicates “...visit the site a minimum of two times per week...” and this seems excessive for a project of this nature, so would you please clarify or change (suggestion, once every two weeks is sufficient)?
- A2:** A minimum of two site visits per week will be required during the Construction Phase as stated in this section.
- Q3:** Please detail the County’s design services associated with LEED. Are you simply asking the design team to track possible LEED credits against a LEED checklist, focused on (for example) LEED-Silver? Or are you asking that all the paperwork be prepared by the design team for submittal to USGBC? If the latter, will the County pay the registration fee, and the review fees; and will the goal be LEED-Silver, since the level of service and USGBC fees will vary significantly given Silver vs Gold etc.?
- A3:** Dane County will not be pursuing certification of the building, but would like the selected A/E firm to track possible LEED credits against a LEED checklist, focused on LEED-Silver.
- Q4:** Would you please verify that there are no site improvements to be included in design services?
- A4:** No site improvements are anticipated at this time.
- Q5:** Would you please verify that, other than patching for newly created windows, there are no exterior wall-roof improvements to be included in design services?

- A5:** Dane County will require complete exterior architectural redesign and improvements including, but not limited to, new doors, windows, siding and/or façade, roofing, gutters, trim, and flashing.
- Q6:** Would you please verify that the existing well and septic systems are assumed to remain unchanged, so there will be no design services associated with them?
- A6:** No changes to the well and septic systems are anticipated at this time.
- Q7:** Would you please verify that [given the change of occupancy from A-2 = Assembly/Restaurants & Taverns to B = Business] the design team is to include structural analysis of First Floor Framing for its liveload capacity? If so, are you expecting the same structural analysis for the Upper Level?
- A7:** Any structural analyses required shall be included in the scope of work.
- Q8:** Would you please verify that Dane County expects to require elevator access for all three floors, i.e., both the Upper Level and the Basement?
- A8:** An elevator will not be included in the design at this time, but the final floor plan should allow for the addition of an elevator in the future.
- Q9:** Would you please verify that Dane County expects to require As-Is and demolition plans for both the Main Level and the Basement? If so, are you expecting the same for the Upper Level?
- A9:** As-Is plans will be required for the basement, main, and upper levels. Demolition plans will be required for the basement and main level. Demolition plans for the upper level will only be required to the extent necessary for the means of egress.
- Q10:** Would you please verify that Dane County expects to require elevator two sets of stairs, for proper exiting code requirements, for the Upper Level? If so, then structural engineering for two sets of stairs will be necessary.
- A10:** If required by code, two sets of stairs should be incorporated into the design.
- Q11:** Would you please verify that Dane County expects to perform hazardous materials assessment and abatement, outside the design team's scope of service?
- A11:** Yes. Dane County will pay for costs associated with the assessment, abatement, and proper disposal of hazardous material outside of the scope of this proposal.
- Q12:** Would you please verify that Dane County expects all toilet rooms to be fully accessible upon renovation?
- A12:** Yes, all bathrooms should be fully accessible.
- Q13:** Is Dane County interested in having rooftop PV (solar panels) included in the mechanical-electrical design?
- A13:** Please include roof design and structural analysis services to ensure the ability to add rooftop PV in the future.
- Q14:** To properly accomplish both structural capacities and thermal insulation conditions, would Dane County be able to accomplish selective interior demolition (remove ceilings etc) prior to the design team starting the Construction Documents Phase of service?
- A14:** Yes.
- Q15:** Is there a construction budget established for the renovation of the existing building?
- A15:** Yes. Dane County will share the construction budget with the selected A/E.
- Q16:** If the County and A/E choose to renovate the existing building and exterior improvements are necessary, the City of Madison's Urban Design Commission and Staff could request extensive site improvements (IE: Pavement removal for increased landscape bufferyards, parking islands, bike racks, etc). Improvements of this magnitude could trigger Erosion Control and Stormwater

Management practices as well. Please identify the design expectation within the **Design and Construction Documents Phase** if the County and A/E determine that converting the existing building is the most viable option. Are we to assume that City Staff will not request the site be brought up to code?

**A16:** No site improvements are anticipated at this time.

If any additional information about this Addendum is needed, please contact Robert Regan at 608/516-3159, or [regan@countyofdane.com](mailto:regan@countyofdane.com).

Sincerely,

Robert Regan  
Project Engineer

Enclosures:  
N/A