

## **April 6, 2012 ARCHITECTURAL RFP CLARIFICATIONS AND AMENDMENTS:**

In Table 1, the vendors are invited to submit written inquiries to the Issuing Officer. A number of written inquiries were received by April 6, 2012. The official written responses are set out below. These are our final official written responses as posted on the NHSLC website on April 6, 2012.

1. Can the 1-3 pages of the Q&E response be double side printed? **Answer - Yes**
  2. Are resumes expected to be part of the 1-3 page response? **Answer - No, they can be in addition to your response.**
  3. The Project Need (section 5) appears to be converting retail to office space, but you request that we emphasize our retail experience. Are we renovating the existing retail as well as converting some retail to office? Did you intend this or do you want office interior experience emphasized? **Answer - The conversion is from existing retail to office space only. Experience with this type of conversion should be emphasized.**
  4. In Future Project Deliverables (section 6) you mention design/build. Are you looking for a contractor/architect team or solely an architect at this point? **Answer - Architect only at this point.**
  5. You also mention a cost estimate for the project. Teaming with a builder would facilitate this if this is your intention; or are you saying that we will ultimately need to choose a contractor? **Answer - You will ultimately choose a contractor with the concurrence of the Commission.**
  6. Please explain why the solicitation states that the NHLC is seeking an architect with retail experience when the scope of work outlined in Part 5 is for an interior renovation and tenant fit-up of office space and not retail space. Is there a retail build-out component to this project which is not outlined in the solicitation? If not why isn't the NHLC requesting qualifications for architects experienced with "office" tenant fit-up experience? **Answer - First and foremost, we are seeking an architect with experience in building office space.**
  7. Under Part 6 Future Deliverables the last bullet item calls out "*Design/Build*", however, under the heading "**Proposalding**" (which seems like a typo of some sort) the document states the following which seems to be in reference to a Design/Bid/Build project delivery process.
    - Prepare a proposal package to be issued to selected GCs.
    - Hold an on-site pre-proposal meeting with interested GCs.
    - Prepare and distribute pre-proposal meeting minutes to attending GCs.
    - Respond to GC questions (response to be sent to all GCs)
- Please advise if this is a Design/Build or Design/Bid/Build project delivery model? **Answer – This will be a Design/Bid/Build project.**
8. If this is a Design/Build project, would you be requesting an organizational chart and key contact resumes for the Design/Build Team (including the constructor [GC] and their key contacts) at the LOIQ stage or at the Technical Proposal stage? **Answer – we would request this at the technical proposal stage.**
  9. The draft agreement listed in exhibit B appears to a boiler plate contract for vender services and not a contract relating to professional design services, there is no outline of the contractual responsibilities relating to the architectural process for either party or for the general contractor as exhibited in industry standard AIA document B101 Owner/Architect Agreement, for example. Will such a document be attached to the exhibit B document? **Answer – Yes.**

10. There is an indication (bottom of p.6) that the documents are for a design-build project delivery. But the description of the design work indicates a standard documentation package (working drawings and specifications) and bidding by preselected contractors. Is this correct?

Answer – We will not have a preselected contractor list.

11. Along the same lines: there is no mention in the RFP that the architectural / engineering services are to include construction administration, i.e.: review of bids, construction progress meetings and minutes, review of submittals, review of requisitions, interpretation of documents, review of construction for substantial completion, etc. Will construction administration services not be included in the scope of consultants' work? Answer - When a bidder submits technical specs, they will include provisions for architect costs for contract and construction administration.

12. The word "proposaling" appears twice on page 7. From the context, the word "bidding" was most likely meant. Please clarify. Answer - The intended word is "Proposals". We are not asking for bids with your initial response – just your Letter of Interest and Qualifications.

13. I have not found a timeline for the delivery of the architectural/engineering services. (I may have missed it.) What is the schedule for the design and project documentation phase? Answer - Timelines will be developed once an architect is selected.

14. Part 1, Section 6 (p.6 of 26) states the project delivery type is design/build, however at the end of section 6 (p.7 of 26) under "Proposaling" it describes a design-bid-build project delivery. Please clarify which is the preferred method.

- Is it possible to see the spaces prior to submission of proposals? Answer - Those bidders making the short list (as noted in Part I, paragraph 4 – Qualification Process) will have the opportunity to see the space prior to submitting their technical proposals.
- Our understanding is that the NHLC office is attached to the state's main Liquor Warehouse. Will this proximity create issues which will impact both design and approach to construction? Answer - As indicated in the RFP, there will be elevation considerations to be considered. There may be issues regarding the possible relocation of an air handler and electrical panels. There should be no issues with the proximity to the warehouse.
- Are original construction drawings or as-built drawings of the existing site and building available as well as any drawings of renovations since 1964? Answer - There are no drawings of the building available.
- Will an updated site survey be made available so limits of work and staging areas can be defined? Answer - No. The Commission will provide guidance and parameters to the chosen vendor.

## **PAGE 6, SECTION 6, FUTURE PROJECT DELIVERABLES, GENERAL QUESTIONS**

- Will there be a need for structural or site/civil engineering? Answer – There may be structural engineering required but no civil.
- What connection will be needed between existing office spaces and the new renovated space? Answer – the existing office space and the new office space are at different elevations. We will need to see the cost implications and impact to space that an internal connection would generate.
- Will any renovations occur within the existing office space to accommodate access to the newly renovated space? Answer – some renovations may be required depending on a final decision to connect or not connect the two spaces internally.

**PAGE 6, SECTION 6, FUTURE PROJECT DELIVERABLES, PARAGRAPH 6**

- What is the “ASA-Letter” [Answer - This should have read “ADA Letter”](#).

**PAGE 6, SECTION 6, FUTURE PROJECT DELIVERABLES, PARAGRAPH 9**

- Is existing mechanical, air handling and electrical equipment adequate for proposed use or does it need to be replaced with modern and more efficient equipment? [Answer - We are not sure at this point. The equipment is 50 years old. We will need to review potential costs for replacement.](#)

**PAGE 6, SECTION 6, FUTURE PROJECT DELIVERABLES, PARAGRAPH 13**

- How many vendors will be involved and will they coordinate with NHLC staff and supply needed requirements to the Architects to incorporate into their documents, or do the Architects and their team need to work with NHLC staff and vendors to develop related information? [Answer - We expect the architect and their team will work with the Commission to development necessary information to complete the project.](#)

**PAGE 6, SECTION 6, FUTURE PROJECT DELIVERABLES, PARAGRAPH 15**

- “Design/Build” – Is the Architect supposed to team with a general contractor or to prepare bid packages to be issued to selected GCs as listed under “Proposals” on Page 7 [Answer - This is a design/bid/build project, so the architect will prepare bid packages to be issued to potential general contractors.](#)

**PAGE 7, SECTION 6, CONSTRUCTION DOCUMENTS, PARAGRAPH 2**

- Under Construction Documents, permitting is mentioned. Is this for a building permit and/or for approval through the City’s Site Plan Review process? If it includes the latter, who will present to the Planning Board? [Answer – We will need a building permit, and that may require an appearance before the Concord Planning Board. The architect and a Commission representative would attend this meeting.](#)
- Is the State exempt from Municipal Site Plan Review? [Answer – No. Since all work will be internal, a site plan should not be required.](#)

**PAGE 7, SECTION 6, CONSTRUCTION DOCUMENTS, PARAGRAPH 3**

- For identification of hazardous materials and/or waste, can the Architect select their own consultant or does the state require that we work with their contractor? If so, who is the contractor and would their fee be separate or included in the Architect’s fees? [Answer - The state has specific contractors under contract for the identification and removal of hazardous waste. The Commission would contract separately to perform all abatement work.](#)

**PAGE 7, SECTION 6, CONSTRUCTION DOCUMENTS, PARAGRAPH 12**

- Please clarify what the term “proposals” means. [Answer – this should have read “Proposals”](#).

**PAGE 7, SECTION 6, CONSTRUCTION DOCUMENTS, PARAGRAPH 12, ITEM 1**

- How are the General Contractors selected and what will the Architect’s role be in the selection process. [Answer – This is a design/bid/build project. The architect will create the design documents \(specs and drawings\) and advertise for a general contractor.](#)
- It is unclear what the Architect’s role during construction will be. Should we assume that we will be performing conventional construction/contract administration services? [Answer – The architect is expected to perform construction/contract administration services throughout the contract.](#)

**PAGE 14, SECTION 14, INFORMATION TECHNOLOGY COMPLIANCE,**

- We are not aware of need for any software or hardware connection to the state NHLC network. Do you see any need for this requirement for this project, and if so, please explain. [Answer – No. This work will be performed by Commission staff.](#)
- What does the word “aproposale” in the last sentence mean? [Answer – “abide by” \(typographical error\)](#)
- Do Architects need NH Department of Information Technology requirements? If so, please supply. [Answer - No](#)
- Will NH Department of Information Technology supply needed interface information to the Design Team to accommodate their needs for space design? [Answer – Commission technology staff will provide this information.](#)

**PAGE 17, PART III, INFORMATION REQUIRED FROMO RESPONDENT, ITEM 2, CAPACITY TO PERFORM**

- What is the NHLC anticipated schedule and what is meant by “potentially aggressive time lines”? [Answer - The space that is to be converted is expected to be vacant by mid to late August. The conversion project can begin immediately following the store move.](#)