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Addendum 1
Solicitation 22-5501 REBID
Spirit Mountain Chalet Design Services

This addendum serves to notify all bidders of the following changes to the solicitation documents:

1. The pre-bid meeting sign-in sheet has been uploaded to the solicitation folder at <https://duluthmn.gov/purchasing/bids-request-for-proposals/>

The following questions asked are answered in *italics* below.

2. Is the City open to selecting one design team to perform both the chalet design services and the grounds and amenities improvements project, taking advantage of greater efficiency and a turn-key approach? *We ask that prospective bidders approach each RFP as individual projects. The scopes are separated enough that we do not anticipate much overlap. Landscape, stormwater, and vehicular/pedestrian circulation as it relates to the chalet are the responsibility of the chalet design team to address.*
3. Confirm that for the fee proposal that you only want a fee for the initial Schematic Design phase to be awarded and that fees for subsequent phases are not required at this time. *This RFP seeks proposals for the totality of design and construction administration to help fully vet the total project cost, to assist with total project understanding during proposal evaluation, and to be used to amend the agreement should the City move forward with the awarded proposer for full design services. However, only up to a total amount of \$175,000 of design services will be funded prior to securing the total construction funding package. Additionally, proposals should include the extent and type of services provided within the framework of funding for this initial design phase up to the \$175,000 budget. What can you do for us for \$175,000?*
4. What is the anticipated date of award and Notice to Proceed? RFP indicates this phase of work to be completed by July 29 which is just 3 months after the interview date. *City Council approval of the selected team's contract is anticipated on May 23, 2022. Issuance of the "Notice to Proceed" will depend upon your team's readiness to provide insurance and execute the contract following that approval.*
5. Item #3d of Proposal Requirements, please clarify what you are asking for here – "Development of 3-5 chalet concepts to support City/SMRA decision-making within the framework of an \$11.6m budget for the building and associated outdoors spaces and utilities; and inclusive of options that include the consideration of complete renovation, partial renovation, renovation/new construction hybrid, new construction, etc." Are you

looking for graphics of concept solutions, or just stating this is an expectation of consultant's scope of work? *This is an expectation of consultant's scope of work. We are asking the awarded consultant team to help us develop 3-5 working concepts for the Upper Spirit Mountain Chalet to be refined with the City / SMRA team into one approved final schematic design.*

6. Item #8 of Proposal Requirements, please clarify what you are looking for here – “Three high level narrative facility option examples based on company's understanding of the project and how that relates to the available funding.” By examples, are you referring to other projects that we have completed or do you expect actual narrative facility options to be developed for the proposed project? *Provide past project experience examples for this item in your RFP response.*
7. Will existing building drawings be provided? *Yes, upon award.*
8. Will the Construction Manager be involved in the schematic design? What will their responsibilities be? Will they be preparing construction cost estimates? *During the Pre-Construction phase of the project the Construction Manager will be responsible for the following:*
 1. *Assist the Project Team in review of design proposals and make recommendations as necessary.*
 2. *Work with the project architects to develop and coordinate a master schedule and update as necessary.*
 3. *Attend Project Team meetings.*
 4. *Prepare cost estimates to confirm owner and architect's budget. i. Pre-design/Schematic Phase renderings and space program ii. End of design development drawings iii. Construction documents*
 5. *Provide technical review of the design documents prior to issuance for bidding.*
 6. *Review all subcontractor and vendor bids with the City and make recommendations for award in compliance with State of Minnesota and City of Duluth purchasing rules and policies.*
 7. *Provide other services as proposed or required.*
9. Please clarify the intended process and stakeholders (Project team, SMRAA Board/Staff, Planning Commission, Community, Spirit Mountain Task Force, City Council, etc.) involved in design approvals during the Schematic Design Phase. *The Project Team will consist of staff from the SMRA, City of Duluth, and the selected Construction Manager Kraus-Anderson. Any stakeholder and or design approval outside of this team will be managed and addressed by the City of Duluth*

Please acknowledge receipt of this Addendum by including a copy of it with your proposal. The pages included will not count toward any page limitation, if any, identified in the RFP.

Posted: **04.14.2022**