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Addendum 1
Solicitation 23-AA03
RFP for Library Design Services

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

Questions asked are answered below:

- 1. What are the funding sources to be used for design and construction?**
 - a. Project budget will consist of funds from state bonding, the federal Coronavirus Capital Projects fund, nonprofit contributions, and City support.
- 2. Is this project primarily aimed at historical preservation of the building?**
 - a. This project requires a comprehensive renewal of building systems and envelope in order to meet strict energy-efficiency requirements, as well as a new operational scheme that enables both the Library and Workforce Development departments to provide services. Preservation of the original building is a priority insofar as these goals are met.
- 3. Have there been updates to the building since the most recently published study?**
 - a. New cabling has been installed throughout building; upgrades to some bathrooms; made the transition to hot water heating system.
- 4. Is there an expectation for working with Minnesota Power?**
 - a. There is no current plan, but coordination is possible.
- 5. Has there been a recent structural study on the building?**
 - a. No.
- 6. Are the Skywalk connections a priority for this project?**
 - a. Design services on Skywalk connections are not a high priority on this project; route is currently closed for various reasons.
- 7. Is there a chilled-water system?**
 - a. Yes.
- 8. Is the Air Handling Unit original to the building?**

- a. Yes.

9. Is relocation of the elevator possible?

- a. Yes.

10. Are blueprints of original building available?

- a. Yes, scanned blueprints will be provided in an addendum on the City of Duluth website.

11. What are the various roles of each City department in this design project?

- a. Property & Facilities will manage the design, bid and construction, and oversee adherence to the building performance requirements for the project. Library and Workforce Development will direct the interior function and arrangement, and will contribute the customer and employee perspective. The selected Community Engagement Consultant will manage public input and work with all departments to clarify and consider requests/feedback.

12. Please clarify requirement #8 from Design Services RFP? (*High-level narrative of facility option examples based on company's understanding of the project and how that relates to available funding.*)

- a. Provide options for the building renovation design by using examples of previously completed design projects that closely match the size/scope/budget of this renovation, and explain the facility systems that were put in place. The intent of this requirement is to evaluate the design firm's experience with the various facility systems that could be implemented, and will not restrict any new and creative proposals for this redesign.

13. Is there geotechnical information available?

- a. Geotechnical information is not available.

14. How much is the renewal of building envelope/systems driving the project?

- a. Design emphasis is evenly split between updating/renewing the building systems and providing an integrated community resource center for decades to come. While this project will be a complete top-to-bottom renovation and facility system renewal will likely be the most expensive element of the design, this aspect should not diminish the significance of reinterpreting the building's purpose.

15. Is there potential for the project to be split into phases, or just a single project?

- a. The intention is to pursue one comprehensive construction project; funding sources will likely require this.

16. Should proposals list the fee for just pre-design, or for pre-design through construction administration?

- a. Yes, proposals should list the fee for all stages of pre-design and construction in their cost section. The proposed work plan should include itemized tasks and the budget hours to be expended on each task and subtask – do not include costs/rates in this technical section.

17. Who is on your selection committee for shortlisting? Who will be on the selection committee for the interview?

- a. The selection committees will consist of representatives from Property and Facilities Management, the Library, and Workforce Development.

18. Who will be the City of Duluth main contact throughout the design phase?

- b. The main contact will be Mike LeBeau, the City’s construction project supervisor.

19. Please provide understanding of how the budget of \$40 million was derived for this project. Did it anticipate an addition?

- c. The \$40 million budget was derived from cost estimates for a building renovation provided in previous studies, and through assumptions of anticipated costs for a project of this scope. Costs for a potential addition were not specifically calculated.

20. Please clarify the first due date in June 2023. Is it early June, mid-June, late June? To whom will this draft be submitted?

- d. The due date for the first submittal is June 1st. The project scope narrative, construction cost estimate, and preliminary concept renderings will be submitted to the Minnesota Department of Management and Budget for consideration by the state government.

21. Please clarify your intention for firms’ submittals in response to Part II Proposal Requirements #8 – “High-level narrative facility option examples based on company’s understanding of the project and how that relates to the available funding.”

- e. Provide options for the building renovation design by using examples of previously completed design projects that closely match the size/scope/budget of this renovation, and explain the facility systems that were put in place. The intent of this requirement is to evaluate the design firm’s experience with the various facility systems that could be implemented, and will not restrict any new and creative proposals for this redesign.

22. Is there a maximum page limit for the proposal?

- f. There is no page limit for the proposals.

23. Please share what you anticipate for required professional services as it relates to the potential historic aspects of the project.

- g. We do not consider this renovation a historic preservation project, and do not anticipate restrictions to any redesign. However, due to our various funding

sources and the review processes that will occur, the selected firm should be prepared to adjust their design if unforeseen preservation requirements arise.

24. Please confirm that a third-party firm is required for cost estimating. Are general contractors excluded from consideration?

- h. A market-based construction cost estimate is required from a third party. General contractors are not excluded from consideration. An example of this cost estimate is provided by McGough in the *Duluth Main Library Renovation Study*, listed as Appendix C on the city website.

25. Should the fee proposal in the RFP submittal include just Phase 1 or both Phase 1 and Phase 2?

- i. Fees should be included for the entire project and each phase should be itemized and identified separately.

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

Posted: **January 13, 2023**