



**CITY OF DULUTH**  
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**Addendum 2**  
**File # 17-0610**

**RFP for Mechanical Design and Engineering Services for Building Conversions**

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

1. The project building list and secondary side conversion notes are available for review at the DES office during business hours, the DES office is located at 1 Lake Place Drive. Building conversion information shall not be photographed or reproduced.
2. Answers to questions submitted after the pre-bid meeting are attached.

Please acknowledge receipt of this Addendum by including a copy with your proposal.

Posted: 11/14/17

Q & A - RFP 17-0610 – RFP for Mechanical Design & Engineering Services for Building Conversions

1. Under section 3 of the RFP, which appears to list the required information that needs to be included in the proposal, lists completion of the DEEDS Jobs Report. Is this required with the proposal? If so, please provide the form.

**This form is not required for proposal submission. It would be completed during the project by the awarded contractor, if applicable.**

2. Should the proposal be sent to Amanda Ashbach, City of Duluth, 411 West First Street, Suite 100, Duluth, MN 55802?

**Yes - please put “Attention Purchasing” and have the outside envelope identified with the RFP number and title.**

3. The RFP’s description of the work in regard to converting the customer buildings states: “The conversion of the existing buildings from steam to hot water will require the completion of engineering documents to identify the steps required to allow the building to utilize the hot water district energy system. The selected consultant shall perform the mechanical design and generate documents required to convert each customer building from steam to hot water. This package will be supplied to contractors for bidding and construction.” This description sounds as if biddable, signed, construction documents are required for each customer building for any steam to hot water conversions downstream of the energy transfer stations (ETS). In the pre-proposal meeting this work was described as a detailed narrative of the steps necessary of the building customer to prepare to utilize the DES hot water along with an estimate of the construction costs. Please clarify the deliverables required from the consultant regarding the steam to water conversions required in the customer buildings.

**Biddable construction documents/plans must be supplied for the DES steam service to DES hot water service conversion. This is the connection from the primary hot water service stubs at the building wall, connection to the energy transfer station, and connection into the existing building secondary HW loop.**

**Construction plans are not required for the building secondary side conversions. For each building with secondary side steam conversion needs, the selected contractor/consultant shall generate a project statement of work, a detail of what needs to be converted, an itemized conversion list, and an estimated conversion cost.**

4. Do we need to separate out our costs for Phase 1 and Phase 2?

**Yes – please provide a breakout of costs for each phase.**

5. What are the billing terms of the contract going to be? (fixed fee, incremental or lump, etc.)

**Payment for services provided for a total contract amount not to exceed.**