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Addendum 1
Solicitation 24-99697
RFP for Pre-design Services for Consolidated Maintenance Facility

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

1. The pre-proposal sign-in sheet has been uploaded to the City website under the solicitation folder (<https://www.duluthmn.gov/purchasing/bids-request-for-proposals/>).
2. The City will be contracting with a Construction Manager at Risk, rather than a Construction Manager as Agent.
3. When submitting proposals, please submit one (1) paper copy of the Technical Submittal. In a separately sealed envelope, please submit one (1) paper copy of the cost submittal and an electronic copy of the Cost Submittal on flash drive in Microsoft Office-compatible or pdf format. You do not need to include an electronic version of the Technical Submittal as it would need to be reviewed before the Cost Submittal is opened. If pages of the Technical Submittal are difficult to read, you may be asked to email an electronic version to Purchasing; but this process will ensure no costs are revealed before the technical evaluation is complete. Be sure to include any addenda acknowledgement with your Technical Submittal.
4. The project budget of \$75 million includes all costs from today to a fully functional and occupied facility, including contingency. There is no separate construction budget or estimate. The City will rely on its design and construction manager consultants to help determine budget numbers.
5. Attached is a list of questions and answers from the pre-proposal conference.
6. The group was too large for a site visit. If proposers would like a site visit, please email purchasing@duluthmn.gov.

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: **September 27, 2024**

Attachment:
Pre-proposal Q&A

24-99697 RFP for Design Services for Consolidated Maintenance Facility

9/26/2024 Pre-proposal Conference Q&A

- 1) What is the expected consulting team?
 - a) Looking for firms with experience in public works/maintenance types of facilities. We want a firm that understands how maintenance operations function, understands the types of adjacencies required, the types of equipment used, and has a focus on energy efficiency.
 - b) The City is looking for a team that can assist in locating a site. The City has in-house property staff but will need assistance with acquiring property. At this point the City does not have a real estate agent onboard for this project. The selected firm will help think through siting, understand stormwater impacts, and understand space and yard needs.
- 2) What disciplines will need to be involved?
 - a) Mechanical, electrical, stormwater management, equipment needs, space programming needs and technology needs. Selected firm will need to consider dealing with brine tanks, chemicals, salt sheds, etc.
 - b) The City departments are all very silo'd right now, so the selected firm would need to understand the needs of all departments and recommend efficiencies.
- 3) Does the City share salts or brines with any other agencies?
 - a) No
- 4) What is the funding mechanism for project? Are there state funds that trigger B3 compliance?
 - a) The project is City-funded. Although B3 is not a requirement, it provides great guidelines for this type of project.
- 5) Is there going to be a SCADA component to this building?
 - a) This will need to be considered.
- 6) How does City handle fuel today?
 - a) Combination of both fuel tanks at city locations and gas cards
 - b) City would like onsite fueling stations
 - c) City needs onsite vehicle/equipment wash as well
- 7) Any need for temporary facility to house any displaced workers?
 - a) Not at this time. The city anticipates staying in current buildings until the new facility is complete. If we are unable to locate real estate for a single consolidated facility, and repurposing an existing maintenance site is necessary, then temporary facilities may become necessary.

- 8) Is there a list of tasks provided by city for cost proposal?
 - a) No, that will be consultant generated.
- 9) Are all facilities that will be consolidated owned by the city?
 - a) Yes. However, the City also has a long-term lease with MNDoT and some of those operations may be included in the consolidation. The lease may be terminated at any time.
- 10) Any preference to firms located in Duluth vs outside of Duluth?
 - a) No. The City expects a responsive partner in this process, but firms don't need to be located in Duluth. If a firm is located outside of Duluth, then a plan addressing how the firm will be responsive should be included in the proposal.
- 11) Any minority business requirements?
 - a) No.
- 12) Is the City looking to have alternative fuel/energy sources onsite?
 - a) Yes, the infrastructure will need to support moving more of the fleet into electric.
- 13) Does the City want the building to have renewable energy sources, i.e.. solar panels, wind, thermal?
 - a) That is on the table but not a requirement. The City needs to achieve the greatest energy efficiency that we can with the budget we have.
 - b) The building should be ready to support opportunities for onsite solar and a full EV fleet in the future.
- 14) How extensive is vehicle maintenance? Does it include painting, body work, welding?
 - a) Some maintenance, including welding is done in-house and some is third party. Whether the limitations are due to facility or staff limitations will need to be answered as part of the study process.
- 15) Is there a construction budget?
 - a) No set construction budget. Just an overall project budget of \$75mil that covers all aspects of project.
- 16) Any need to look into repurposing or reusing any of the current maintenance facilities?
 - a) Internal discussion have mostly focused on putting current facilities up for sale after the new facility/facilities are online, but it may make sense to look into a high level assessment of current facilities for repurposing.
 - b) If a location can't be identified for one consolidated facility then the need to keep one or more of the current facilities open would need to be considered.
- 17) Has any of the \$75M budget been earmarked just for construction?
 - a) No. The City is expecting the selected firm, along with the CMAR, to provide all cost associated with the project from beginning to end. The construction budget will be determined as we move along the process.

18) The City has good data to provide on existing facilities which will be shared with the awarded proposer.