



ADDENDUM #2

Additional Q&A

April 11, 2014

1. Will there be a bid for fitness equipment on this project?

The City anticipates using the existing fitness equipment, but will have a better understanding of equipment needs when design is underway.

2. In reviewing the Cedar Falls Administration building RFQ, I have a question concerning the requirements that are asked for in section 7 (Submittal Format) on page 10. The RFQ asks for a completed standard form 330. Does the City of Seattle want a complete SF 330 in addition to the other requirements? Or a part II? Or specific pieces? This SF 330 is not included in the Evaluation Criteria, so what is the weight of this?

The City requires all sections of the standard form 330 to be completed as part of the RFQ submittal per section 7, page 10. The content of form 330 will be reviewed and assessed as part of the consultant qualifications and demonstration of quality and relevant work.

3. The majority of our qualifications will be in the 30/60 page section of the submittal, as specified in the submittal format, although, what information are you looking for us to include in Section H of the SF Form 330?

Section H is reserved for any additional information you feel was not captured in your submittal, but was asked for by the City.

4. Will this project require commissioning, and if so, will you be using a 3rd party, or shall we include this service as part of our team?

The project will require commissioning. The City intends to contract directly for this service.

5. Are well improvements to be provided by the design team or SPU? For well upgrades if provided by design team, what are the anticipated improvements: well house, chlorination, fire flow, new plumbing, SCADA, water rights, etc.?

The scope and cost estimate for the well improvements will be assessed during pre-design by the design team. During the assessment, subject matter experts from SPU may provide input, but the design team will be primarily responsible for the design through construction administration of the well improvements.



Department of Finance and Administrative Services (FAS)
Capital Development & Construction Management (CDCM)
RFQ# CDCM 2014-01
Cedar Falls Administration Building A/E Services

- 6. For the existing septic system upgrades, will SPU provide assessment for what is needed or should the team have a licensed septic designer?**
The scope and cost estimate for the septic system upgrades will be assessed during pre-design by the design team. During the assessment, subject matter experts from SPU may provide input, but the design team will be primarily responsible for the design through construction administration of the septic system upgrades.
- 7. On eBid Exchange, the consultant questionnaire forms provided indicates the form is for “Mechanical Controls Design Services” in the header. Is this the correct form we should be using for this submission?**
The header has been corrected.
- 8. The Inclusion plan asks for a WMBE expert for contracts over \$2 million. Does this refer to the design team contract? Or the construction contract amount? For our project I would guess that the design team fees will not exceed the \$2 million amount. Please confirm this is the case.**
Both the construction and consultant contracts are subject to inclusion plan requirements. *This RFQ concerns only the consultant contract*, and that should be the perspective from which you complete the form. We do not anticipate the design team fees to exceed \$2 million.
- 9. In section 7, Page 10 of 11, it says that form 330 will not be counted as part of the 30 pages. Please confirm this, as other public agency projects these forms have been a part of the page total.**
Please refer to what is stated in the RFQ.
- 10. You mentioned in the pre-submittal meeting the lab program was not major and that a lab planner would not be needed for this project. Please confirm.**
We do not foresee a need for a lab planner given the anticipated function of the lab, which is to provide a space with durable and easy to clean surfaces, a sink, and storage (refrigerated and non-refrigerated) for the cataloguing and storing of field samples and specimens.
- 11. For the Executive Summary do we need to list our references in order for them to be counted, or can we simply refer to the location in the document where our references can be found?**
It is not necessary to list the references in the executive summary as long as you refer to the location where they can be found.
- 12. For the Inclusion Plan, how do you define the WMBE? Should it be self-reporting, designated, a city designation, or a state designation?**
For the City’s purposes, the WMBE can be self-Identified on VCR at <http://www.seattle.gov/html/business/contracting.htm> or State certified.