Answers to CMAR RFP Questions for February 9, 2018

1. **Question**: Regarding the statement at the end of Section 9, “General Conditions and fee shall not be included in the proposal. Information regarding general conditions and fee will be required of interviewed companies.” Please clarify whether the Fee and General Conditions Worksheets are due from all Proposers along with their respective Proposal but in a separate sealed envelope, OR, from only short-listed Proposers that the City intends to interview.

   • **Answer**: The Fee and General Conditions Worksheet is due from all Proposers on February 14, 2018, along with their respective Proposal in a separate sealed envelope. Please follow Section 10 directions. We will discuss the Fee and General Conditions during the interview with shortlisted firms.

2. **Question**: In relation to review of Proposals, selection of Finalists, Interviews, and ranking of firms, please clarify when the Fee and General Conditions Worksheet is opened.

   • **Answer**: Fee and General Conditions Worksheets will be opened and reviewed prior to shortlisting for interviews.

3. **Question**: Please clarify whether Proposers are to submit the Self Perform Questionnaire that was included as a tab within the Excel spreadsheet that contained the Fee and General Conditions Worksheet, OR, that it was merely transmitted for information only (ie to prepare Proposers so that they may answer these questions/provide this information at the interview and/or contract negotiations). If the former, please confirm when that submission is to occur in relation to the Proposal, interviews, ranking, and contract negotiations.

   • **Answer**: The entire Fee and General Conditions Worksheet is due February 14, 2018.

4. **Question**: Please clarify what level of LEED certification is desired and/or required.

   • **Answer**: The City intends to design and construct an energy efficient building as noted in section 7. However, at this time, the City does not anticipate applying for LEED certification of any level.

5. **Question**: Please clarify who comprises the selection committee that will review Proposals, short-list Finalists, interview Finalists, review Fee and General Conditions Worksheets, and/or rank firms.

   • **Answer**: Mayor Steve Allender, Joel Landeen – City Attorney, Dale Tech – Public Works Director, Pauline Sumption – Director of Finance, Craig Baltzer – Executive Director of Rushmore Plaza, Kelsey Sakos – Executive Coordinator, Ken Young –
Community Development Director, and Darrell Shoemaker – Communications Coordinator represent the City’s project team.

6. **Question:** The Fee & Precon tab of the excel spreadsheet includes Pre-Vote Fee, Design Phase Fee, Construction Phase Fee, and Staff amount. Please confirm whether the intent is that the General Conditions and Fee evaluation defined in the Selection Criteria will be based on the several Fees noted above plus all General Conditions, OR, the several Fees noted above plus only those General Conditions related to Staff and direct Staff Support (ie job site office, project staff), with the balance of General Conditions (ie that are dependent upon what actually is designed and built) to be provided for information only at this time.

   - **Answer:** The Fee and General Conditions Worksheet should be filled out for the entire project duration including each requested breakout of cost. The selection criteria is based on a summation of all costs for the entire project. The General Conditions quote should be based on the $130 million total budget and your firm’s project schedule.

7. **Question:** Beyond the Cost Model noted in Section 2 of the RFP, please clarify what other services and deliverables would be required of the Construction Manager during the Pre-Vote phase of March 1 through June 1.

   - **Answer:** A milestone schedule, coordination with the selected AE firm, and monthly in-person team meetings.

8. **Question:** Please confirm the Construction duration upon which we are to base our Staff and General Conditions.

   - **Answer:** As part of the RFP response your firm should provide a milestone schedule per Section 3, including design-phase assumptions. The City anticipates issuing a contract and starting the design-phase in June, 2018 and would like delivery of the building per Section 2.