



**TO:** RFP 17-005-Rodgers Hall A&E Services Participants

**FROM:** Adam Bustos, Purchasing Director

**DATE:** March 27, 2017

**RE:** Questions and Addendum

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Please see questions below, identified as Part A, which have been compiled for distribution. Additionally, see Part B, identified as “addendum” that addresses the major components of the RFP in regards to the MEP design and Fire Suppression System. Please acknowledge and incorporate into your proposal.

***PLEASE NOTE: MANDATORY SITE VISIT AND MEETING AS OUTLINED IN SECTION IV.2 HAS BEEN CHANGED TO THURSDAY, APRIL 13<sup>TH</sup>, 2017 AT 1:30 PM. ALL OTHER DATES LISTED IN PROPOSAL SCHEDULE WILL STAY THE SAME.***

Part A  
Questions

1. What departments / offices will be in the building?

**Answer:** Executive Offices, a private restroom for the president, conference room(s), possibly a governance room that seats 30 with an adjacent kitchenette, a reading/study room, adequate storage rooms, adequate custodial closet, a shared fitness locker room, and other rooms “to be determined.”

2. P. 5: in schematic design it lists life cycle, maintenance. Life cycle typically involves mechanical and electrical systems, but I assume the architect is not involved in that. Correct?

**Answer:** See Addendum

3. Where is the parking lot going?

**Answer:** There is an existing parking lot adjacent to Rodger’s Hall, which will be reconstructed. Despite the parking lot does not fall under the Architect’s scope of work, the cost to reconstruct the parking lot as well as various other pre-construction costs will be deducted from the \$4.5M upfront. However, there is a form that is the State’s parking plan that will need to be filled out by the Architect.

4. Regarding Demolition work: I assume the architect will not be responsible for calling out MEP and fire suppression items in their demo plans.

Answer: See Addendum

5. Is the architect preparing the reroofing design drawings, preparing a door hardware schedule, stucco and exterior design work?

Answer: See Addendum

6. Are there drawings of the existing building that will be provided to the selected firm? Can you bring a copy of them so we can see the level of detail, and are they as-builts?

Answer: NMHU can provide floor plans, but we do not have other drawings at this time.

7. Why multiple general contractors? What are you trying to accomplish? Also, as a LEED project, having multiple contractors will make it a lot more complicated to get the project certified!

Answer: NMHU has experience splitting renovation jobs amongst multiple contractors.

8. Will you provide the LEED consultant? With multiple GC contracts, there might need to have multiple LEED consultants, for each GC?

Answer: The Architect will provide the LEED consultant.

9. p. 6, 7: the complete technical specifications list MEP and fire suppression items as part of the architect responsibility. Please review, I thought those areas are done by others.

Answer: See Addendum.

10. p 7, item 8: is the cost estimate only for the architect items?

Answer: The Architect fee is not to exceed a percentage of the total MACC, which is stipulated in the RFP. Please note MACC total updated in addendum Section IV. 3.

11. p 8, item 9: the term "all other" is used twice. What does that mean?

Answer: See Addendum, specifically Section III. 2. Architect will serve on committee to hire "Primary General Contractor." Statement has been updated to clearly identify the separation of duties for the GC's.

12. Can we provide our own financial statement of the finances of our company for the past 3 years in a paragraph format?

Answer: Yes.

13. Are we required to be at 10 pages max, or encouraged meaning keep it close to 10? How close? Can you set an absolute max number of pages, so everyone is on the same playing field?

Answer: See section V of Addendum Part B.

14. Who is reading the proposal responses, the board of regents or others?

Answer: An evaluation committee will be reviewing and scoring the applicants. Then the evaluation will forward the top 3 rated firms to the Board of Regents, who will hear presentations and decide who to award from the top 3. This does not limit the evaluation committee from requesting presentations prior to selection of a firm.

15. Per page 5, item 4: NMHU will hire a GC and the GC will then maybe hire MEP engineers to do the work; but it does not say so. Who is overseeing the hiring of the MEP engineers?

Answer: See Addendum

## Part B: Addendum

### SECTION II PURPOSE AND SPECIFICATIONS

#### 1. RENOVATION

- A) Total funding for the project is \$4.5M Less 1% for the Arts. Square footage is estimated to remain at 17,865. The program, schematic, design, and construction documents are expected to take approximately 9 months to complete, and the construction RFP will follow with construction requiring about 10 months to complete. **Because the budget is limited on this project due to a reconstruction of the parking lot and other pre-construction costs not covered in this RFP, the University is directly hiring firms to produce the 1) fire suppression system's construction drawings and plans and 2) roofing and exterior stucco design construction drawings and plans. The Architectural firm will be responsible for all other design and construction drawings and documents. The Architectural firm selected shall incorporate the exception plans and drawings (i.e., fire suppression system, roofing, exterior stucco) into their overall construction plans/drawings and shall coordinate and work with the university-hired consultants to significantly minimize change orders. The University has selected a Trane Variable Refrigerant System for the HVAC system, and the Architect shall work with Trane to develop and produce the design of the HVAC system.**

### SECTION III SCOPE OF WORK

The architect/engineer team's scope of work will include but is not limited to basic architectural and engineering services:

#### 1. IMPORTANT NOTE ON CONSTRUCTION DOCUMENTS AND PLANS:

- B) **The Architectural firm selected will design all construction plans and drawings with the exception of the plans and drawings for the 1) fire suppression system and 2) roofing and exterior stucco. These two exception plans/drawings shall be designed by the University's consultants in accordance with university specifications. The Architectural firm will be responsible for all other design and construction drawings and documents. The Architectural firm selected shall incorporate the exception plans and drawings into their overall construction plans/drawings and shall coordinate and work with the university-hired consultants to significantly minimize change orders. "Exception Plans" is defined in Section VII of Addendum Part B.**
- C) **The University has selected a Trane Variable Refrigerant System for the HVAC system, and the Architect shall work with Trane to develop the design of the HVAC system.**

2. **IMPORTANT NOTE ON GENERAL CONTRACTORS:** The University shall directly hire 3 general contractors (GCs) for this renovation:
  - a. **The Primary GC** will perform demolition, renovation, carpentry, construction, purchase of materials & equipment necessary to perform all aspects of the renovation, except as listed below in Letters B and C of this section, in accordance with the construction documents and drawings.
  - b. **The second GC** will be responsible for demolition, purchase of all materials & equipment, installation, and reconstruction of the roof in accordance with construction documents, as well as all scraping and cleaning of walls and application of the exterior stucco in accordance with the construction documents.
  - c. **The third GC** will purchase all materials & equipment and install the locking devices, handles, push bars, ADA pedestal and other locking devices for all the interior and exterior doors in accordance with the construction documents. **The three General Contractors shall work productively and effectively with one another to ensure a seamless project with minimal change orders and disruptions.**
3. The University has selected a Trane Variable Refrigerant System for the HVAC system, and the Primary General Contractor shall work with Trane **Certified** personnel to ensure proper installation of the Trane VRF HVAC system.
4. Bidding – production of construction bidding documents and management of the bid process. The Architect will serve on the search committee for the Primary General Contractor who will specifically be hired to perform demolition, renovation, carpentry, construction, and purchase of materials/equipment (excluding the roof, exterior stucco, and locks as outlined in sections b and c of this section) in accordance with the construction documents.

## SECTION IV GENERAL TERMS AND CONDITIONS

### 3. PROPOSED FEE

Architect & Engineering Fee: The A/E Fee is FIXED and is NOT to exceed 6.8% of the total MACC (including NMGR). The Architect along with the University's contractors are to design to a **MACC NOT TO EXCEED \$2.5 Million Dollars, including GC's OH + Profit and NMGR**. The Fixed Fee includes but is not limited to renderings and modeling.

- Added to the Fixed Fee are Reimbursables, which shall include printing, mileage and meals at university rates, professional photos, all building plaques, and miscellaneous costs.
- Reimbursables shall NOT exceed 10% of the Fixed Fee.
- All reimbursables must be accompanied by legible receipt copies attached to all invoices.
- NMHU is tax exempt on goods purchased, so reimbursements shall exclude NMGR for goods. However, taxes on Services are reimbursable.
- NMHU reserves the right to revise the scope of work or the MACC for this project and adjust the fee accordingly.

## COMPENSATION & BILLING SCHEDULE

### ALLOWABLE A/E FEES:

Fixed Fee not to exceed 6.8% of the MACC (Total MACC not to exceed \$2.5M, includes GC's OH + Profit and NMGRT)

NMGRT @ \_\_\_\_\_ % (Based on Location)

PLUS Reimbursables (printing, mileage, meals, photos, plaques, misc.) at 10% of Fixed Fee

**TOTAL CONTRACT SUM:** \_\_\_\_\_

## SECTION V EVALUATION COMPONENTS

Proposers are required to keep their packets to ten pages and for their packets to be properly tabbed. The required number of pages does not include cover page, table of contents, the documents outlined in section IV.8 (Required and Informational documents), or Financial Statements.

## SECTION VII INSTRUCTIONS TO PROPOSERS

### 1. DEFINITIONS AND TERMS

- J.) Exception plans: A reference to the fire suppression system, roofing, and exterior stucco construction plans and drawings.