

**Addendum #2 to RFP #03222011**  
**Architectural Services**  
**McHenry County College**

This Addendum is in response to the inquiries from potential bidders. This Addendum constitutes changes to the specifications as sent out in the original RFP and other pertinent information shared with all vendors. All changes and information listed on this Addendum should be considered as the official modifications to the specifications and should be included in your proposal with these in mind.

Please acknowledge your receipt of this addendum by attaching a signed copy of the addendum with your proposal response.

Received and acknowledged by: \_\_\_\_\_

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**Can you share a little more details on the extent of the repairs and/or renovation projects for McHenry County College that you are requesting architectural services for in your recent Request for Proposal?**

This Request for Proposals is for smaller repair and renovation projects identified during each fiscal year. These projects will be determined as we prepare each year's budget. Therefore, a list of specific projects is not possible at this time. As we develop the budget they will be decided. We see these projects as minor ones such as moving a door, putting up a wall, correcting a ventilation problem, etc.

**Although the RFP does not specifically request it, we assume you would like to see resumes of key personnel to be assigned to the project. Is this correct?**

This Request for Proposals asks that you list the number of full-time employees by job title or function and it should provide information about their qualifications.

**In terms of engineering services, would you like us only to identify who we would contract with or would you like us to include their firm's information as well?**

This Request for Proposals asks that you list who you would contract with for engineering services and any other consultants you would propose to be using.

**Will it be possible to get a copy of the recently completed Facility Condition Analysis in order to better understand the college's upcoming repair and renovation needs?**

At the present time we have only a partial report and we won't have the full completed report until approximately April 1<sup>st</sup>.

**Is there any preliminary data regarding the forthcoming Facilities Master Plan that will help to clarify the college's needs under this proposal?**

We are in the process of writing the proposal specifications and requirements and it will not be complete until the end of March.

**Does the college currently utilize a single engineering firm for most of its campus work? If so, what is the name of that firm? Does the college have a preference to consolidate engineering services with a single firm going forward?**

The College doesn't have a single engineering firm at the present time, but will consider it.

**Does the college currently utilize BIM for visualization, coordination, or construction related purposes, and is BIM expected to be a future facilities management tool for the college? Does the college have a BIM model of the existing buildings already?**

We do not currently use BIM but we will be requiring it for future projects. We do not have a BIM model of existing buildings at the present time.

**Should we coordinate our pre-proposal campus visit through your office, setting up a specific date and time?**

A pre-proposal campus visit may be done at your preference. We cannot assure you that we would have someone available to give you a guided tour, but the campus is open daily.

**How many A/E firms will be retained for this work? Only one firm or a pool of several firms. If more than one, can you please state how many.**

For the RFP, only one firm will be selected.

**Can you please share with us some more detailed information regarding the projects that are being considered:**

- **Types of Projects**
- **Average construction value of a typical project**
- **Overall funding of the Capital Plan being considered for this A/E contract**

We may authorize the renovation of the current food service area and culinary arts facility this spring if the Board of Trustees concur with the project. The value of the project or projects will vary and be very difficult to estimate at this time. Most of the funding will be from local sources.

**Time Line of A/E Contract – is this A/E Services Contract for a specific duration (i.e. 1 year, 2 years, etc.)**

The duration can be project by project but that will be determined by performance.

**Fees Clarification: Please clarify that at this time you are only looking for the Billable Hourly Rates for A/E Staff under this section of the RFP.**

An email was sent out clarifying that the fee will be negotiated after the successful bidder is selected. Therefore do not respond to this matter at this time.

**We are aware that there is a three-step process set forth by the Facilities Planning Committee for architectural services. First for small projects, secondly to update the Master Plan, and thirdly to implement projects in the Master Plan. Can you confirm that the current RFP is for the first part of the process?**

Yes, the RFP is for the 1<sup>st</sup> part of the process.

**Is the recently completed Facility Assessment available for review?**

The next RFP will be the last of March or early April and will be for the Facility Master Plan. The Plan will be done this summer and finalized probably after the 1<sup>st</sup> of the New Year.

**Are you able to give any more information about the scope of potential projects? Are there any particular spaces that are high priority (i.e., administration, research, classroom, etc)?**

We may authorize the renovation of the current food service area and culinary arts facility this spring if the Board of Trustees concur with the project.

**We would like to stop by the campus next week to reacquaint ourselves with the campus. Is this something we can do on our own and/or is there someone we should notify?**

You may visit the campus on your own. If you need special assistance we may be able to free up a staff person to show you around, but we can't guarantee it.

**There are a number of items listed under “Statement of Qualifications / Content.” May we separate these bullets into different sections in our response?**

We would like to have the Statement of Qualification all together rather than spread out in the various sections.

**How many copies of our response would you like?**

We would like to have eight copies for the committee to review the proposal.