

## **Addendum # 3**

### **Responses to submitted questions**

#### **Pre-Design and Program Development Services For New Downtown Office Building**

1. Is the 415 South 5<sup>th</sup> St address the only site being considered for the new City Downtown Office building?

ANSWER: Yes, in June of 2016, the City Council and Mayor approved the Strategic Real Estate Plan for the Downtown Campus that included constructing a new building at this site.

2. Does “restack” the existing City Hall building imply a complete refurbishment of the existing building including all systems and services (mechanical, electrical, plumbing, fire protection data, security and AV?)

ANSWER: No. City Hall has had substantial renovations to building systems and spaces. The intent is to develop fit plan options to backfill spaces that will be vacated by staff moving to the new building. Any further design would be either handled as a change of scope and added to the contract or will be contracted separately by the City at the City’s discretion.

3. Is there a particular format for indicating fulfillment of the SUBP percentage requirements?

ANSWER: No. The proposal shall clearly indicate the SUBP firm(s) that would be contracted with if chosen as part of the Consultant team, their distinct role(s), and the anticipated sub-contracted dollar value as a percentage of the entire proposed base cost for the Project. Please note that the City encourages Proposers to indicate additional services that the Consultant team could or would normally provide in a Pre-Design and Program Development service. If Additional Services are selected by the City that increase the overall contracted amount, the SUBP subcontracting dollar amount will increase proportionally.

4. Will the City be engaging a security and IT consultant during the programming phase?

ANSWER: No. Please see Attachment B, Scope of Services, Section 5.e. and Section 8.

5. Can the City provide the basis for determining that a 250,000 gross square footage new building is an accurate target facility size for programming and predesign efforts?

ANSWER: The City has accurate records of our current space allocation (Aperture) and space standards. The City did engage professional consultants to complete a preliminary (not full blown) study to identify the potential for reducing space requirements through Work Place Strategy methodology. Also, the City has planned additional space (in the new building) for unmet needs such as a training center and potential for a modest amount of growth. This square footage does not currently include any underground parking that will be required or additional retail space that may be included on the "skyway" level of the building.

6. If a program areas matrix has been developed by JLL and/or others, can this be issued to the respondents?

ANSWER: No. Due to the confidential nature of some of the City's Public Safety and Financial Services, detailed information can't be issued. The successful Proposer will be provided the information with proper security protocol in place.

7. Is the City anticipating any type of public engagement as part of the planning process to better understand the needs of building public users and to serve citizens more effectively?

ANSWER: Yes.

8. Referring to the RFP, Page 4, Section V. EVALUATION OF PROPOSALS – SELECTION OF CONSULTANT, letter H: 'Insurance coverage as defined for the services' is listed as one of the evaluation criteria, although the RFP does not ask the Consultant Teams to provide anything regarding their insurance coverage. What is the City looking for from Consultant Teams to satisfy this evaluation criteria?

ANSWER: Proof or documentation is not needed at this time. The Proposer shall indicate in their proposal that they will be able to meet the City's Insurance requirements (or not). If the City's insurance requirements are higher than the Consultant's regular insurance coverage, the Proposer should indicate their ability to meet the higher requirement and include the additional cost as a line item in their proposal.

9. We anticipate our electronic proposal may be too large to send as an attachment via email. Is it acceptable to submit a link for you to download our proposal?

ANSWER: Links are acceptable.

10. Is the City able to share the names of the selection committee members?

ANSWER: No.

11. Have you formalized your internal review and approval process for the actual pre-design and programming effort? Will intermediate review periods be required during Predesign, or just an approval period at the end?

ANSWER: In concept yes. We will look to the Consultant and the Owner's Project Representative to drive the process so the City can make informed decisions. The City's staff and the Owner's Project Representative will be actively engaged in this process. We anticipate having intermediate reviews and a final (formal) approval.

12. What level of conceptual building design, if any, do you anticipate as part of this Predesign?

ANSWER: Consultant will be expected to provide:

- i. Multi-floor stacking diagram options showing the proposed distribution of departmental and common spaces,
- ii. First, second and third floor conceptual floor plan options, showing the site and building entries (including existing skyways) and circulation for the public and City staff providing public services, conferencing, amenities. Floor plans need to reflect separation of space for special needs of Police and Fire departments.
- iii. Limited on-site parking and loading conceptual plans,
- iv. Typical conceptual office floorplate layouts,
- v. Three-dimensional massing model options showing the proposed footprint and anticipated building entries, height and volume on the site. No façade design.

13. If an enterprise is in the process but not yet certified through MnUCP at the time of our submission, will it be acceptable for consideration?

ANSWER: They will be considered acceptable for the submission of a proposal but will need to be approved by Civil Rights prior to contract award. Please contact

**Aidan Dunne, Minneapolis Civil Rights Department:**

[Aidan.Dunne1@Minneapolismn.gov](mailto:Aidan.Dunne1@Minneapolismn.gov)

612-673-2602

14. What is the current square footage of existing City Hall?

ANSWER: 210,000 Usable Square Feet.

15. How many departments does the City have?

ANSWER: See the City's Organizational Chart at the end of this Addendum.

16. For the programming interview process will we have a single point of contact from each department?

ANSWER: Yes, but departments vary in size and may have more than one participant and many will require multiple interviews. Larger departments such as the City Coordinator, Police, and Public Works also have sizable divisions and specific service lines that will need to be included in the interview process.

17. What is the current approximate square footage of 7 buildings which we plan to consolidate?

ANSWER: Refer to the diagram "Current Real Estate Portfolio" in Addendum #2.

18. How many employees does the City plan to accommodate in City Hall and the new building?

ANSWER: For the purpose of planning it is estimated that approximately 650 will be in City Hall and 800 employees will be in the new building.

19. RFP mentions 3 stacking options for the new building, will we need to do this many options for the existing City Hall?

ANSWER: Yes.

20. Will we be provided existing drawings of City Hall?

ANSWER: Yes.

21. Do we know the preliminary construction budget for the project?

ANSWER: The construction budget is included in the overall budget for the project which is \$300 per square foot. The budget will be adjusted up or down at the conclusion of the Pre-Design Program Development phase of the Project.

22. RFP talks about visits to similar facilities, can these facilities be outside Minnesota?

ANSWER: Yes. If so, the Proposer should include their own travel and lodging costs in their Proposal (and clearly indicate as an additional reimbursable expense). The City will cover its own costs.

23. Will City share existing survey, soil reports for the new site?

ANSWER: The City has not completed these studies to date but will contract for them separately and it is anticipated that the information would be available by November 15, 2016.

24. Will the City have its own Cost Estimators?

ANSWER: No.

25. Who is the Owner's Project Representative?

ANSWER: The City has completed interviews to hire the Owners Project Representative but has yet to make a final selection. It is anticipated that the Owner's Project Representative will be under contract by the end of September.

26. What is JLL's role moving forward?

ANSWER: Real Estate Brokerage

27. How many Fire Station bays are planned?

ANSWER: Three (3).

28. Do the bays include Battalion station or only fire rescue?

ANSWER: Station #1 will be a multifunctional station (with living quarters) for an engine company, ladder company, mobile command and duty deputy.

29. Has an existing conditions topo and utility survey been completed or will it be completed prior to the team starting work?

ANSWER: The City has not completed these studies to date but will contract for them separately and it is anticipated that the information would be available by November 15, 2016.

30. Have soil borings or any environmental assessments been completed for this site or will they be completed prior to the team starting work?

ANSWER: The City has not completed these studies to date but will contract for them separately and it is anticipated that the information would be available by November 15, 2016.

31. Cost/Fees (Page 4, Item IV.6): Has a budget range been determined for this phase of the project, and is it available for respondents?

ANSWER: The budget for the Pre-Design and Program Development phase is included in the overall budget for the project which is \$300 per square foot.

32. Evaluation of Proposals (Page 4, Section V): Are the items A-H listed in order of priority?

ANSWER: No. Additionally, Item H is not rated (see answer to question 8).

33. Schedule (Page 5, Section VI): What is determining the May 2017 Estimated Services End Date?

ANSWER: The City has estimated this process to take six (6) months to complete. The City intends to move this process as efficiently and effectively as possible. Due to the City's process of informed public decision making (including a final formal approval at a public hearing), this timeframe may be longer than is typical with private or corporate projects.

34. SBE & WBE Inclusion (Page 13, Section 27): Of the consultants that the City has mentioned were already retained for this project, were any of those SBE and/or WBE, and if so includable in the RFP respondent's proposal?

ANSWER: The City has utilized SUBP's on some of the work with JLL. Proposers will need to contract with their own selected SUBP firm. Previous work will not be credited on this phase of the project.

35. Financial Resources (Page 17, Predesign & Program Development Tasks, Item 4): What are the "financial resources for the project"?

ANSWER: This statement would be in reference to the City's overall capacity to construct and operate the building. The City's overall project budget is \$300 a square foot. The City has planned for an anticipated annual operating budget. The combination of the two are the planned financial resources for the project.

36. For those tasks identified as a review, should respondents assume that no additional data needs to be collected in order to perform the task? If there are tasks that additional information is required, please identify those tasks.

ANSWER: No. All information provided shall be for a basis of understanding and should not be considered final information. The previous efforts were intended to be the basis to make a real estate decision (renovate, lease, build, buy) and not intended to be a final product.

37. Is there additional information from the JLL work such as interview transcripts or detailed observation notes/ data that will be made available at the beginning of this phase of the project?

ANSWER: Yes. All interviews with departments were captured in meeting minutes. The raw data of the occupant survey is also available.

38. Task 11 indicates work being performed in partnership with the City and other consultants. What consultants has the City already engaged or is planning to engage on this project and on what tasks? Is there an opportunity to contact them as a part of this proposal process? Are they included in the MBE (6%) and WBE (8%) goal requirements?

ANSWER: The City is in the final stages of hiring the Owner's Project Representative. The City will be contracting for survey, geotechnical, and environmental services within the month of September. Assuming a Construction Management delivery method (not determined yet), the City (with assistance of the Owner's Project Representative) will be hiring an Architectural and Engineer of record, a Construction Manager, and Commissioning agent/s. The City may also consider hiring a variety of other independent consultants for Change Management, Move Management, Technology/Communications, and Security. So at this time there is no one to contact if allowed. Proposers will need to contract with their own selected SUBP firms for this scope of work. Previous work (or work under other contracts) will not be credited on this phase of the project.

39. Regarding Organizational Development: Are there specific tasks and/or deliverables the City would like to be part of this project? If so, what are they?

ANSWER: Please see Attachment B, Scope of Work, Section 2. The City anticipates the Proposer will be experienced in these specific tasks and will provide their approach to successfully delivering this service.

40. Page 20, item #11. Please clarify "Collaborate with the Owner's Project Representative to develop a Statement of preliminary project cost budget for entire project". Is it intended that each Proposer Team will provide a construction cost estimate as a deliverable, and therefore need to include a Cost Estimator on the team? Or will cost estimating be the role for the OPR?

ANSWER: Consultant shall utilize a qualified cost estimator to develop estimated demolition, excavation/site prep and building construction costs for the building conceptual design (as addressed in question 12), for inclusion by the Owners' Project Representative in the total project development cost.

41. If we need to include a cost estimator - can it be a General Contractor? Or must it be an independent third party cost estimator? If a General Contractor is permitted, does this exclude them from pursuing the project later in the process?

ANSWER: A General Contractor is permitted and they would not be excluded from pursuing future work on the project.

42. Will the City be providing existing surveys; geotechnical / subsurface exploration information; environmental (EIS) / hazardous materials information at the commencement of the project? Or will these need to be obtained?

ANSWER: The City has not completed these studies to date but will contract for them separately and it is anticipated that the information would be available by November 15, 2016.

43. Please outline the deliverables required at the conclusion of this Pre-Design and Programming phase of the project.

ANSWER: Please refer to Attachment B, Scope of Work, Section 12 and response to Question 12. The City anticipates that the Proposer is experienced in completing Pre-Design and Program Development services for a project of this size. A Final Report (with detailed documentation) is expected to be able to transparently convey all needed information (that is typical in the industry) that at a minimum will insure that the Owner's Design requirements are clearly defined and achievable.

end

# City of Minneapolis

## City Coordinator

### Organizational Chart

