



April 16, 2018  
ADDENDUM #1

**RFP 18-05 A&E SERVICES – VIENNA POLICE DEPARTMENT RENOVATION & CONSTRUCTION**

**\*\*\*\*\*ATTENTION BIDDERS\*\*\*\*\***

(To be completed and returned with bid response)

1. Q: What is the ideal design budget for this effort? Or the design amount to not exceed?  
*A: The approved budget for all pre-construction costs is \$1.7M.*
2. Q: Please confirm if Engineering Firms can act as the Prime Consultant. Please confirm if the prime consultant is required to have police facility experience. Is it acceptable to have a Police Facility SME Consultant as part of the subcontracting team?  
*A: All qualified Architectural & Engineering firms will be considered. Per the terms of the RFP, the PRIME consultant is REQUIRED to have Police Facility experience, not just the subcontractors.*
3. Q: Are small businesses expected to participate as a Prime Consultant? Or are large businesses preferred.  
*A: All qualified businesses, per the specifications of the RFP, will be considered.*
4. Q: What type of financial status is required to meet the criteria of this RFP?  
*A: As stated in Section 5 of the RFP, "properly qualified by experience and financial status to carry out the obligations of the contract and to complete the work".*
5. Q: What criteria must be met for a Consultant's physical facility location to be considered capable to provide services for this effort?  
*A: The consultant must be able to be on site at the Vienna Police Department, or other Town buildings, for meetings, consultations, etc., at the request of the Town, perhaps on short notice, without any additional travel or lodging expenses to the Town.*
6. Q: Is it the intent that an independent third party commissioning agent be a part of the A&E team?  
*A: A third party commissioning agent will be required. The Town will issue a separate RFP, or utilize a rideable contract, for these services.*
7. Q: How will the Town handle cost estimates? Will cost estimates be the responsibility of the A&E or will the Town pursue cost estimates directly?  
*A: Cost estimates will be A&E responsibility.*
8. Q: Do the three references have to be for the prime architectural firm, or can the references be a combination for prime and consultants, or does every team member need to provide three references?  
*A: The references should be for the prime consultant firm. The Town may request references for other sub consultants at a later date, if necessary.*
9. Q: Have concept studies been conducted for the proposed new police facilities? Can the concept plans be provided to the offerors?  
*A: Concept design options have been completed, but we will not be including them at this point in the process.*



TOWN OF  
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- 10. Q: Is the \$15.7M the total project cost, including owner soft costs, FF&E, permitting, A&E fees, etc?  
*A: The \$15.7 million is the entire cost of the project through 2022.*
- 11. Q: Do you require specimen insurance certificates with this proposal? (RFP Page 9, Section 10).  
*A: No*
- 12. Q: Can we tour the existing police facility ahead of the proposal due date?  
*A: Not at this time*
- 13. Q: Was there a traffic study performed?  
*A: No*
- 14. Q: How involved was the community/public in the previous study?  
*A: There has been minimal community involvement at this point.*

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

NAME AND ADDRESS OF VENDOR:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_  
*Please Print*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_