

February 20, 2020

To: All interested parties

From: Jim Ousley, Facilities & Special Projects Administrator

Re: RFQ #2020-01 & ITB #2020-02 Informational Session Questions

An informational session for the Request for Qualifications and Invitation to Bid for Construction Manager at Risk for the construction of the Tax Collector's new Northwest Public Branch Building was held in the Downtown Tax Collector's multipurpose room on Thursday, February 13, 2020 at 2:00 pm. The following are the questions raised during the session and any answers that were provided.

- What is the schedule for this project?
 - Architect selection by March 1, estimating 4 months of planning, one-year construction. Would like the maximum construction phase to be 12 months, 16 months for total project.
- Has the design team been selected yet?
 - We will be selecting next week between two: Skinner, Vignola and McLean and Walker Architects.
- Will the Architect be involved in the selection of the CM?
 - No
- What's our plan for the current occupants?
 - We'd like to possibly have a small section off to one corner with a portable in place. If that's not possible we will look at placing the portable across the street at the NW office location. Another option will be to split our staff out between our 3 locations.
- Is SBE a requirement?
 - Not a requirement but it will contribute to the overall evaluation score.
- Comment: Retention pond will most likely be required.
- Comment: Driving range course must follow state guidelines
- Have the architects talked about phasing the construction to provide minimal disruption to our staff?
 - That would be ideal. If that's something that the architects and CM can collaborate on, we'd be supportive of that.
- Do you have issues with water on this property?
 - Yes, there has been instances of standing water and we anticipate a lot of fill.
- When was the existing building built?
 - 1970's. We've renovated it and we believe there should be no asbestos mitigation necessary.