

City of Lynchburg
Procurement Division
900 Church Street
Lynchburg, Virginia 24504
Telephone No.: 434-455-3970

Addendum for Request for Proposals
Construction Management Services for the New Police Department Facility
22-059

Date: May 3, 2022

From: Stephanie Suter, CPPO, CPPB

RE: Addendum No. 1

This Addendum becomes a part of the contract documents and modifies the Request for Proposals as noted below. Acknowledge receipt of this Addendum in the space provided on the Title Page. Failure to do so may subject Offeror to disqualification.

1. Please confirm that firm providing "Construction Management Services/Owner Rep Services" would be required to have a Class A Construction Manager/Contractor License" for this State of VA project.

This is not a State of Virginia project. It is a City of Lynchburg project which is in Virginia. This work is limited to Owner's Representative Services as listed in the RFP and is not a Construction Management relationship. The City will be selecting the most qualified firm available for this work and having a contractor's license is seen as a benefit but not a requirement.

2. Can you please confirm that per Section 4 of the subject RFP that the Principal-in-Charge of the submitting firm must be a Virginia licensed architect or engineer? It would not seem that this requirement would be applicable to the services to be provided.

After further consideration, this is no longer mandatory, however, the City will be selecting the most qualified firm available for this work and having a licensed architect or engineer on the team will be seen as a benefit.

3. Does Owner Rep/CM have to provide Commissioning? Or just coordinate this? By Developer? City?

Yes, the Owner's Representative firm shall provide commissioning services for this project from the design phases through construction acceptance. If the Offeror has another firm on their team for commissioning, that firm's credentials shall be included along with name of the firm and their representatives.

4. Scope of Services 3-G states "It is expected that the Owner's Representative will regularly be on-site during the construction phase of the project." Is the OR expected to be on-site full-time during construction?

It is expected that the hours dedicated to the project will fluctuate depending on the phase of construction. The expectation is that the Owner's Representative is there with enough presence to adequately fulfill the requirements of the contract. In our minds, this is a full-time presence for the most intensive portions of the work.

5. What is the construction time frame? **18 to 24-months**

6. When will the contract be awarded?

Immediately upon selection of the successful firm. Schematic Design is expected to start June/July 2022.

7. When is the contract expected to begin for the preconstruction services?

July 2022 - Schematic Design is expected to start June/July 2022.

8. How much time do you anticipate for moving from the current locations to the new location, referenced in Scope of Services 3-W?

The new facility will be coming with new furnishings so it will likely be limited to files, evidence, and equipment that the PD wants transferred to the new facility consolidating from multiple locations. We would recommend planning on 2 weeks to a month for the move.

9. How much time do you anticipate for the IT installation, referenced in Scope of Services 3-X?

This will be coordinated within the construction schedule with the Design-Builder; it is not specifically defined at this time.

READ TERMS AND CONDITIONS AND SIGN

In compliance with the above BID, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

Company Name: _____ *Address:* _____ *Date:* _____

Authorized Signature: _____ *Title:* _____

Print Name: _____ *Telephone No.:* _____