



## Finance Department

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Purchasing Services

**ADDENDUM 1**  
for  
**CONTRACT #8993, PROJECT #12896**  
**RFP #8987-0-2021 AH**  
**FIRE STATION 6 REMODEL AND ADDITION**

DATE: February 5, 2021

**Attachments to This Addendum:**

Document 1: Exhibit C

Document 2: Form D

Document 3: Exhibit G: Design Guidelines for Virus Protection

**Notice to All Bidders**, please note the following responses to the questions received:

- 1. Q:** Is an elevator being added to Station 6 as part of this renovation? The RFP outlines alterations to primary function areas on the upper level, a non-accessible level. Additionally, the apparatus bay is not accessible from either the main entry level or the upper level based on review of available existing plans. The RFP does not address possible solutions for accessibility. Without having complete code analysis, we are concerned there may be a requirement to provide accessibility to each level for this government owned building. Has the City considered this as part of the scope of this RFP?

**A:** No, the current scope does not include the addition of an elevator as part of this project. The installation of an elevator was considered at Fire Station 6 and it was determined that the City may be required to investigate a disproportionality variance. Because disproportionality has not been determined at this time, please include an additional service for elevator design in your fee proposal (Exhibit C).
- 2. Q:** Is it possible to schedule a tour of Fire Station 6 prior to proposal submittal?

**A:** No. Tours of the station are not being provided at this time. Please refer to Exhibit D which includes photographs with detailed captions.
- 3. Q:** Please confirm that the desired format for submission is to be one pdf with proposal or one pdf with the cost.

**A:** The desired format for the submission is one pdf of the RFP response proposal, one pdf of Exhibit C Fee Proposal, one Excel of Exhibit C Fee Proposal, and one pdf of Form D Cost Proposal. The submission should contain three pdfs and one Excel for a total of four files.
- 4. Q:** Page 2 (Page 3 of 176 in the pdf) under 1.3 Format states that the submission is to be in pdf format "stored on common media (CD, DVD, or flash drive)." But page 3 (page 4 of 176 in the pdf) states, "Delivery of electronic copy to: via email to [bids@cityofmadison.com](mailto:bids@cityofmadison.com)" If we send our pdfs via email are we still required to physically send one on a common media?

**A:** No. Purchasing is accepting emails containing submission files. City servers can accept emails with attachments of around 20 MB. If your files are larger than 20 MB, please break them into smaller pieces. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed.

**5. Q:** Where can we find a copy of Exhibit C?

**A:** Exhibit C has been posted on Demand Star and Vendor Net and is attached to Addendum 1.

**6. Q:** What are the interview dates so that calendars can be held to accommodate the schedule?

**A:** Interviews for those A/E teams being invited to move forward in the selection process are anticipated to be held March 4 and 5.

**7. Q:** Form D (page 158 of 176 in the pdf) indicates that the proposal shall be "All inclusive." Pages 30 and 31 (pages 40 and 41 of 176 in the pdf) state "No itemized expenses shall be allowed during this contract." But B.1.a-d refers to rates for A/E Expenses and 2. states "the A/E shall be prepared to provide pay records, invoices and receipts upon request." Which one is correct? Are we including all expenses, or are we establishing rates to submit then for reimbursement?

**A:** Form D should note the All Inclusive cost for services without any additional services. Exhibit C should show the hourly breakdown of fees per design phase which results in the All Inclusive cost. The City reserves the option to request proof of pay records, invoices and receipts. The following sections in Exhibit A have been revised as follows:

**Note the following revised schedule:**

Jan 18	– RFP is issued.
Feb 3	– Questions are due.
Feb 5	– Addendum to post answers is due.
Feb 16	– Response submissions are due.
Feb 17	– Distribute submissions to evaluation panel and first evaluation meeting.
Feb 23	– First round of scoring is due to City Purchasing.
Feb 24	– Score compilation is due and meeting with Purchasing to discuss Phase I score.
Feb 25	– Send out Phase II invitation for interview and presentation with 3 top scorers.
Mar 4	– Phase II interviews and presentations.
March 5 AM	– Phase II score is due to Purchasing for compilation.
March 5 PM	– Evaluation panel meets to discuss score and make a selection.
March 8	– Communicate Intent to Award to the selected team.
March 9	– Submit Common Council Resolution and Board of Public Works materials.
March 16	– Introduction to the Common Council.
March 17	– Referral to Board of Public Works and review.
March 30	– Action by Common Council.
April 12	– Begin routing Purchase of Service Contract.

**Note the following revised payment schedule:**

**Payment Schedule**

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- A. The City shall make periodic payment to the A/E in approximate proportion to services performed so that the compensation on the completion of each task described herein shall not exceed the percentage of the contract price shown in the table at the end of this section.
1. The A/E and all sub-consultants shall appropriately plan for all meetings and communications (including but not limited to phone calls, emails and virtual meetings), both internally with the A/E team and externally with the City Design Team (or approving authorities), related to completing sub-tasks within each phase of design. The City will not accept requests for additional time and effort to complete a sub-task when there was no significant change in scope according to this contract.

- a. If the A/E and any sub-consultant feels that the requirements to complete a sub-task go beyond what was assumed under the original contract the A/E and sub consultant shall meet with the City for resolution prior to continuing work on the sub-task. Invoices for additional time after the fact will not be accepted by the City.
- B. No itemized expenses shall be allowed during this contract. All A/E expenses including but not limited to wages, travel, communication, reproductions, delivery, and other project-related expenditures shall be included in the contract price for each phase of work.
  1. Wage rates for professional services and clerical/office support shall ~~be limited to align with~~ industry standard hourly rates including overhead/profit, benefits, and training. ~~Rates for A/E expenses shall not exceed the following standard rates:~~
    - a. ~~Wage rates for professional services and clerical/office support shall be limited to industry standard hourly rates including overhead/profit, benefits, and training.~~
    - b. ~~Travel to meetings beyond 50 miles of the City of Madison, use the current federal reimbursement rate.~~
    - c. ~~For postage, shipping, courier, standard rates as applied by the carrier.~~
    - d. ~~Equipment rental, standard industry rental rates shall apply.~~
  2. The A/E shall be prepared to provide pay records, invoices, and receipts upon request.
- C. The A/E invoice shall be set up to reflect the proposal page in the RFP.
- D. The City shall be responsible for all reproduction fees related to check sets, bid documents, plan review sets, etc. The A/E shall not include such fees in their proposal for any phase of work.
- E. The City shall be responsible for all fees related to plan reviews including but not limited Zoning, Planning Commission, Fire Department and Building Inspection. The A/E shall not include such fees in their proposal for any phase of work.

**Note the following revised extra services:**

**Extra Services**

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- A. Any extra services to be per the Contract for Purchase of Services Agreement. Additional requirements for use in establishing an equitable agreement for extra services is as follows:
  1. All extra services shall require an amendment to the original contract. Amendments must go through the same approval process as the contract.
  2. The A/E and all sub-consultants shall appropriately plan for all meetings and communications (including but not limited to phone calls, emails and virtual meetings), both internally with the A/E team and externally with the City Design Team (or approving authorities), related to completing sub-tasks within the scope of the Extra Service. The City will not accept requests for additional time and effort to complete a sub-task when there was no significant change in scope according to the contract amendment.
    - a. If the A/E and any sub-consultant feels that the requirements to complete a sub-task go beyond what was assumed under the contract amendment the A/E and sub consultant shall meet with the City for resolution prior to continuing work on the sub-task. Invoices for additional time after the fact will not be accepted by the City.
  3. No itemized expenses shall be allowed for any requested extra services. All A/E expenses including but not limited to travel, communication, reproductions, delivery, and other project-related expenditures necessary to complete the extra service shall be included in the contract price for the extra service.
    - a. Wage rates for professional services and clerical/office support shall ~~be limited to align with~~ industry standard hourly rates including overhead/profit, benefits, and training. ~~Rates for A/E expenses shall not exceed the following standard rates:~~
      - i. ~~Wage rates for professional services and clerical/office support shall be limited to industry standard hourly rates including overhead/profit, benefits, and training.~~
      - ii. ~~Travel to meetings beyond 50 miles of the City of Madison, use the current federal reimbursement rate.~~
      - iii. ~~For postage, shipping, courier, standard rates as applied by the carrier~~
      - iv. ~~Equipment rental, standard industry rental rates shall apply~~

- b. The A/E shall be prepared to provide pay records, invoices, and receipts upon request.
- B. All approved extra services shall be added as new line items to invoicing.
- C. The City shall be responsible for all reproduction fees related to check sets, bid documents, plan review sets, etc. related to the extra service. The A/E shall not include such fees in their proposal for the extra service.
- D. The City shall be responsible for all fees related to plan reviews including but not limited Zoning, Planning Commission, Fire Department and Building Inspection, for the extra service. The A/E shall not include such fees in their proposal for the extra service.

Bidders must acknowledge receipt of this addendum accordingly on **RFB Form B, Receipt Forms and Submittal Checklist**.

Please direct any other questions to the Purchasing contact person below.

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