

**RFP for Construction Manager – Municipal Garage Project
ADDENDUM #1**

Date of Addendum: March 14, 2016

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents, dated February 23, 2016 remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 – RFP for Construction Manager

Item	Section	Description of Change
1.1	Compensation Proposal Section 7	After the seventh bullet item in Section 7, delete the remaining bullet items and replace with the following language: a. Construction Manager’s Fee for the Construction Phase (expressed as a percentage of the cost of the work); b. Personnel Proposal as described in Section 4 above; c. Cost of General Requirements (include the hourly rate of each of the supervisory and administrative personnel, the estimated number of hours that will be worked during the construction phase; the reimbursement rate for each of the general conditions to be supplied to the Project site and the estimated monthly cost of the reimbursables); d. Cost of insurance expressed as a percentage of the Cost of the Work; and e. Cost of payment and performance bond for Construction Manager.
1.2	Compensation Proposal Section 7	Delete the first sentence of last paragraph in Section 7 and replace it with the following language: “Firms are encouraged to direct any questions via email to James Fenlon by 1:00 p.m. CST on 03-10-16.”

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the document referenced above. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted in the referenced section of this Addendum.

Item	Questions and Answers
2.1	<p>Question: Please reference Compensation Proposal, Section 7, after seventh bullet, item “b”. <i>Does the Village want the respondent to include our project team information in both the Technical Proposal and in a separate envelope with the Compensation Proposal?</i></p> <p>Answer: <i>Although it may seem redundant, please provide the project team information in both the Technical Proposal and in a separate envelope with the Compensation Proposal.</i></p>
2.2	<p>Question: <i>I am requesting the RFP Documents for the Municipal Garage Project that is bidding on March 18, 2016? Do you also have an Estimated Value or Budget Value for this project?</i></p> <p>Answer: <i>RFP information, which contains the information requested for both Architectural design and Construction Manager services can be found at the following link: http://www.littlechutewi.org/432/Requests-for-Proposals.</i></p> <p><i>The Village reserves the right to separately install the Salt Storage Building, Cold Storage Building, Yard Waste Site and Material Storage Bins (collectively the “Independent Facilities”) after design development is completed, with an approximate total value of \$1,000,000.</i></p> <p><i>The Preliminary Scope is subject to modification through the design and budgeting process. The maximum construction budget for this project is \$5,000,000 and includes the “Independent Facilities”.</i></p>
2.3	<p>Question: <i>Our Firm is interested in doing both the design and the construction management. My question is, given the amount of similar content required, do you believe it would be easier for your review to have them submitted in one proposal? Or should those be submitted individually? Is the Village open to having one firm do both Architectural design and Construction Management?</i></p> <p>Answer: <i>The Village would recommend that you submit a proposal for Architectural design and then another for the Construction Management services. Also, the Village is open, pending the proposals, to have one firm execute both the design and construction management.</i></p> <p><i>If it is stated that the two submitted proposals are contingent on obtaining both Architectural and Construction Management services the proposals will not be reviewed for consideration due to not meeting the requirements of the RFP.</i></p>

Item	Questions and Answers
2.4	<p>Question: <i>On page (8) of the Construction Manager’s RFP under Paragraph 7, Compensation Proposal, 5th bullet point from bottom of page it states, “Construction Manager’s fee for the construction Phase (expressed as a percentage of the cost of the work). Rather than provide a Percentage of the cost of the work is it acceptable to provide a lump sum cost rather than a percentage. I ask the question because the Architectural Services RFP it asks for a lump sum cost rather than a percentage.</i></p> <p>Answer: <i>The Architectural Services RFP has a high percentage of work dedicated to developing construction documents with a well-defined scope of work for design services. For the same reason a fixed fee of \$20,000 was set for Pre-Construction Work for the Construction Manager (participating in design meetings and continually refining the budget and construction schedule for those meetings).</i></p> <p><i>A lump sum fee was not selected for the Construction Manager during the construction phase of work because it is uncertain what the scope of work will be until design documents are developed.</i></p>
2.5	<p>Question: <i>On Construction Manager’s RFP, page 8, paragraph 7, it states” Subcontractor’s will be allowed 10% mark-up on invoices from their sub-subcontractor. The bullet point above states “There will be no mark-up on invoices but the construction Manager’s Fee will be permitted. Is this why they were asking for a percentage rather than lump sum? Is this intended for change order work only?</i></p> <p>Answer: <i>The answer to the first question please refer to answer of previous Question Item 2.4 as to why a percentage was used for the Construction Manager during the construction phase of work.</i></p> <p><i>The answer to the second question is the subcontractor is being allowed a 10 percent markup for sub-subcontractor work to allow for added coordination effort to distribute the work. No added increase is allowed above the percentage for work being offered by the Construction Manager and their subcontractor therefore, this mark-up can be applied only to sub-subcontractor’s invoice as stipulated.</i></p>

3.0 – INFORMATION

The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Contract Documents.

Item	Description
3.1	For clarity, revision Item 1.1 had bullets deleted in the subsection and were replaced with letters to identify each item. For letter Item “b” in this sub-section, the text “Section 5” has been deleted and replaced with the text “Section 4”.
3.2	Item 1.2 is revised because CDT does not begin until Sunday March 13 at 2:00 A.M.

END OF ADDENDUM