



ADDENDUM NO. 1

REQUEST FOR PROPOSAL HEESAKKER PARK SHELTER & PARKING LOT FOR PROFESSIONAL DESIGN SERVICES

January 30, 2026

Proposal Due: No Later Than 3:00 p.m. CST, Friday, February 6, 2026

This Addendum is issued to modify, explain, or correct the original Request for Proposal for Heesakker Park Shelter & Parking Lot for Professional Services issued on January 9, 2026, and is hereby made a part of the Request for Proposals. This Addendum must be signed and attached to the Consultant's proposal.

Question #1

Low Voltage systems – If answer is “no” to any of the below, plans will only include conduit / box rough-in provisions.

- a. Include Voice Data network cabling infrastructure design?
 - i. Includes design for network cabling infrastructure such as data racks, patch panels, fiber optic backbone cabling, copper horizontal cabling, data outlets, jacks, faceplates, and identification.
 - ii. Voice / data design does not include specification of wireless access point devices, rack-mounted UPS, servers, VOIP phone system, and network switches; these are usually provided by Owner's IT or IT integrator.
- b. Include Audio Visual System design for Community Room?
- c. Include Security Systems design for Video Surveillance (e.g. security cameras)?
- d. Include security systems design for access control (e.g. key card access)?

Answer #1:

- a. Yes, the Village is requesting to have plans include: Voice Data network cabling infrastructure.
- b. Yes, the Village is requesting to have Audio Visual System design for the Community Room.
- c. Yes, the Village would like to have security system design for access control (e.g. key card access)

Question #2

Fire alarm is not required per code. Fire suppression (e.g. sprinklers) is not required per code based on occupant type and load. Will the Village insurance company require fire alarm detection / notification in this building?

Answer #2

Village requires fire alarm detection and fire suppressant (e.g. sprinklers) systems in this building.

Question #3

Has there been a site survey completed, if so, would that be available to the selected consultant?

Answer #3

There has not been an official site survey completed. Scope of work is clarified to include design services for topographic survey work on the project.

Question #4

Regarding the project schedule for design and/or construction, are there any hard dates targeted by the Village? Does construction need to begin in 2026 or possible for 2027 (if targeting optimal bidding timing, etc.)?

Answer #4

Completed construction must be in 2027.

Question #5

Should we include a topographic survey in our scope and fee, or was that prepared during the conceptual level work that Graef did?

Answer #5

See answer #3.

Question #6

We have done a desktop review and found no wetland indicator soils or mapped wetlands on the DNR Surface Water Data Viewer, so I don't anticipate needing a wetland delineation. I'm not planning to include any wetland delineation unless the Village is requiring it to be included.

Answer #6

Even though it may not be anticipated that the site has mapped wetlands or wetland indicator soils, the Village is requiring that this be included in the proposal in the event that such work is required. If the service is not needed, payment will not be made.

Question #7

We've found that construction administration services can be difficult to anticipate during the proposal stage. Is it possible to include billing rates for this rather than a not to exceed lump sum? Otherwise, is there a way to make sure all proposers are anticipating the same amount of service? The RFP calls for biweekly site inspections, but we would also anticipate being involved in helping with contractor submittals, pay applications, construction progress meetings etc...

Answer #7:

Please see the addenda for construction administrative services required.

Question #8

Item 5. Fee Schedules indicate that you are seeking a not to exceed lump sum price for the scope of work. However, Item 13. Compensation and standard consultant agreement indicates that any selected consultant will be compensated on a time and materials basis up to a not-to-exceed fee. Please clarify whether the project will be lump sum or T&M not to exceed.

Answer #8

The Village will update language and expectation for scope of services to have payment be on a time and martials basis not to exceed amount.

Question #9

We understand that the project budget is \$2.0 million for all required design work, demolition, construction, and fixtures furnishings, and equipment. Should we also include contingency as part of the all-in fee?

Answer #9

Yes, all bid proposals should include contingency as part of the all-in fee.

Question #10 Mechanical Questions

Is there tolerance for exterior (grade) mounted HVAC equipment?

Answer #10

Due to weather, potential vandalism, etc., the Village would prefer to have interior (grade) mounted HVAC equipment. However, if for the operation of the building, there be cost saving opportunities, and have equipment able to withstand Wisconsin seasons and use tamper/vandal proof equipment the Village would be open to exterior (grade) mounted HVAC equipment.

Question #11

Does the Village Parks/Facilities team have any requirements for tamper/vandal proof equipment? We anticipate that the park restrooms will require this for heaters and exhaust grilles, but not the community space. Please confirm.

Answer #11

Yes, the Village requires tamper/vandal proof equipment. Currently the Village is transitioning restroom fixtures as applicable with VandalStop products. (304L Stainless Steel grade). The Village requires same or similar grade/products for this project.

Question #12

Are other Village buildings managed via a BAS that this facility would need to communicate/integrate with? Or are stand-alone controls acceptable?

Answer #12

No there are no other building via a BAS that this facility would need to communicate/integrate with.

Question #13 Plumbing Questions

Similar question as mechanical – Are tamper/vandal proof plumbing fixtures required in the park restrooms?

Answer #13

Yes, the Village requires tamper/vandal proof plumbing fixtures in the park restrooms.

Question #14

Are there preferred plumbing fixtures, or will the A/E be required to coordinate options with the Village Parks/Facilities team?

Answer #14

It is requested that the A/E be required to coordinate options with the Village Parks/Facilities team.

Question #15

The RFP references use of AIA documents for agreements, is an alternative such as EJCDC contract and CA documents also acceptable or AIA only?

Answer #15

The Village requires AIA documents only.

Question #16

Regarding the preferred fee structure, Section 5 of the RFP mentions “not to exceed LUMP SUM” price and Section 13 states that compensation will be on a “time and material basis up to a not-to-exceed amount”. Can you please clarify if the contract will be a time and materials (hourly) basis or Lump Sum fee basis?

Answer #16

See question and answer #8.

SIGN AND ATTACH THIS ADDENDUM TO THE PROPOSAL

Received and Acknowledged by:

Consultant's Signature

Print Name & Title

Issued by:



January 30, 2026

John McDonald
Parks, Recreation, & Forestry Director