Addendum No. 3 November 29, 2023

Solicitation No. 221 – Request for Qualifications for Professional Architectural Design Services for a New Contemporary Arts Center at City-Brook Community Park

Submittal Deadline 11:00 a.m. CT on December 5, 2023
Recreation and Park Commission for the Parish of East Baton Rouge
BREC Planning & Engineering Department

QUESTIONS RECEIVED & ANSWERS/CLARIFICATIONS:

GENERAL SUBMITTAL AND/OR FORMATTING REQUIREMENTS

Q1: Intent for multiple addendum?

<u>A1:</u> Addendum after this meeting and another addendum answering questions.

Q2: Can you clarify how many pages maximum the submission can be?

<u>A2:</u> Page limit requirements are listed in the RFQ instructions. These limits should be adhered to. **Refer to 1.9 Submittal Format** in the RFQ and **Attachment A** – Instructions for Completing Form **BREC-SOQ-AE** and **Attachment B - BREC SOQ-AE forms.** Some Forms indicate at the bottom "Use Additional Sheets as needed." For BREC **SOQ-AE Item 12** and **13**, it states a maximum of four (4) additional sheets may be utilized to answer these two questions. Also, refer to **Attachments C and D.**

Q3: Please confirm, does Attachment D need to be executed and submitted?

A3: Attachment D does not need to be submitted. It a sample document for information purposes only.

Q4: How can we be enrolled to receive email notification when an addendum is added in LaPAC?

<u>A4:</u> All vendors shall contact our office and request to be put on our office Vendor Listing for this solicitation and to receive notification of addenda. BREC will mail and/or email addenda to all registered vendors. BREC has also elected to use LaPAC, the state's online electronic bid posting and notification system, in addition to its standard means of advertising. LaPAC is resident on the Office of State Procurement's website at https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm and is available for vendor self- enrollment. In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation or RFQ and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective posting dates.

Q5: Are resumes required for subconsultants?

A5: Resumes for subconsultants are not requested. Identify subconsultants on Attachment B, number 6.

Q6: We would like to confirm it is okay to take the charts for the Standard Form, and replicate their format in InDesign.

<u>A6:</u> Yes, this is acceptable.

Q7: Are you able to share the names of who will be on the selection committee?

A7: No. The Selection Committee will consist of subject matter experts from BREC and the BRG.

Q8: Will you issue a list of participants on this call?

A8: See Addendum No. 2.

Q9: We would like to confirm it is okay to take the charts for the Standard Form and replicate their format in InDesign.

A9: No problem with that and any other software that you would like to use. The format needs to remain the same/match the standard form.

Q10: Question of extra sheets for consultants. The Standard form – approving additional forms? **A10:** Maximum sheets 5 additional sheets.

Q11: Number of firms on short list and timing?

<u>A11</u>: Timing and Schedule are included in the RFQ. The number of short-listed firms is to be determined.

Q12: Will the BRG guide the design requirements for this opportunity or is this more of a BREC-governed project? Are there other partners in project who will have a voice in the selection and the design criteria? **A12:** The BRG will be part of the selection committee along with BREC. There be a balance between BREC and BRG on the design requirements. This is a BREC governed project as it resides within a BREC park. The same process/approach will be taken that was done for the Knock Knock Children's Museum.

Q13: Can we get some general formatting clarification? Are we to just fill out the forms provided and compile them into one document with the other requested materials?

<u>A13:</u> Yes, fill out the forms provided and compile in one document with the other requested materials. BREC's forms can be replicated but need to remain in the same format. The submissions are limited to what is indicated in Section 1.9 "Submittal Format" in the RFQ and Attachment A – "Instructions for Completing Form BREC-SOQ-AE" and Attachment B – "BREC SOQ-AE forms". Some forms indicate at the bottom "Use Additional Sheets as needed." For BREC SOQ-AE Item 12 and 13, it states a maximum of four (4) additional sheets may be utilized to answer these two questions. Also, refer to Attachments C and D.

Q14: Can we reformat the BREC Standard Form so long as all information remains easily identifiable? **A14:** The forms need to remain in the same format but can be put into other software for replication.

Q15: Can we include subconsultant projects in sections 10 and 11 of attachment B?

<u>A15:</u> For Section 10 Names and very brief experience descriptions can be included in the column "Specific Responsibilities and Scope of Work on this Project". Additional Sheets may be used (same format as Block 6). Sub consultants can be elaborated on if the submission is one of the short-listed teams for an interview. Section 11 is for the Prime Consultant or Joint Venture Consultants only.

Q16: Do you know when the addendum covering the questions from the pre-submittal meeting will be distributed?

<u>A16</u>: Addendum No. 2 was issued 11/21/2023.

- **Q17:** Please clarify the basis of "Approximate % of work on this project" on BREC SOQ-AE Form item 6. **A17:** The estimate % of the scope of the total project, or estimated % of total fee, that the subconsultant X be part of.
- **Q18:** When will the attendee list be issued? **A18:** Addendum No. 2 was issued 11/21/2023. This is Addendum No. 3.
- **Q19:** When will notes from the call/ written responses to questions asked on the call be issued? **A19:** This is Addendum No. 3.
- **Q20:** At the preproposal meeting, there were questions about the format of the submission, presentation of subconsultant qualifications and resumes, etc., and the BREC team stated that they would consider these questions and issue some clarifications. When will the clarifications be issued?

A20: This is Addendum No. 3.

- **Q21:** Will BREC be extending the deadline, given these open questions regarding the submission content and format?
 - <u>**A21**</u>: No, the submittal deadline will not be extended. The deadline for questions and addenda to be issued was extended in Addendum No. 2.
- **Q22:** The form asks for the following data points on page 9 and page 10 in the context of largest and applicable projects "Name of Architect in Responsible Charge". Is this intended to be answered with the firm, Architect-of-Record, or the individual person (aka, Principal-in-Charge) that oversaw the project?
 - <u>A22:</u> The Project Manager. However, if the project Manager was not a registered architect, the Principal-in-Charge, or whomever sealed the drawings, if not the Project Manager.
- **Q23:** Printing format for RFQ. I wonder what's the size of the printing for every page? And should we separate different files in the package by cover letter, Attachment B, and Attachment C into different folders for delivery? **A23:** Size should be 8.5"x11". Sections do not need to be separated.
- **Q24:** Is the architect required to be licensed in the state to submit on the RFQ, or will they accept licensure once the project has been awarded? Can the architect agree to become licensed should the project be awarded to them?
 - <u>A24:</u> Prime Firms must be registered in Louisiana at the time of submission. Out of state firms not registered in Louisiana can be listed as subconsultants or be part of a joint venture with the Prime.
- **Q25:** Item 13 seems to be an item for an RFP, not and RFQ. Is item 13 required for submittal to be considered? **A25:** Item 13 is required. The Term RFQ was used because a proposed fee is not required.
- **Q26:** How much information should we show on our subs? Can we add additional firm qualifications in addition to the BREC Standard Form? Is there an overall page limit?

A26: See previous questions

Q27: Requirement for Louisiana registration? Do you need to be registered at the time of deadline, or reciprocity in another state. or can it be acquired later in the process?

A27: See previous question/answer.

Q28: If our firms are teamed – local (with relationships, understanding local AHJs, local registration etc) with a national (who brings contemporary arts expertise and museum design leadership), how should we share this expertise and approach on the standard form, if the standard form should only be completed by the prime? Is it okay to include both firm's experience in the experience section? Is it okay for the prime firm to be the national firm or is it preferred that the prime firm be local?

<u>**A28**</u>: Whether local or national, Prime Firms must be registered in Louisiana at the time of submission. Out of state firms not registered in Louisiana, or not part of a joint venture with the Prime, can be listed under Block 6, Subconsultants. Website links for subconsultants can be included in the Name and Address column of Block 6.

Q29: Would it be acceptable for an out-of-state office, who is not yet registered in LA, to be noted as the prime for our team? If our team were to win the project, the out-of-state firm would obtain their LA license through reciprocity. There is not enough time to process the paperwork prior to the submission deadline. If this is not acceptable, can we list our office as the prime but include our partner firm's qualifications throughout Attachment B, specifically in sections 4, 9, and 10, clearly noting which office is responsible for the work/personnel listed?

A29: See previous question/answer.

Q30: Just wonder if the sub-consultants are exclusive or if we even need to include their quals beyond just listing them.

<u>A30</u>: Subconsultants should be listed under Block 6, Subconsultants. Website links for subconsultants can be included in the Name and Address column of Block 6. Sub consultants can be elaborated on if the submission is one of the short-listed teams for an interview. Additionally, subconsultants can be shown on the form requiring an organizational chart. Website links for subconsultants can be included in the Name and Address column of Block 6.

Q31: Should we include resumes for our key consultant team members (as that is a section of the form that allows additional sheets to be added)?

<u>A31:</u> Names and very brief experience descriptions can be included in the column "Specific Responsibilities and Scope of Work on this Project". Additional Sheets may be used (same format as Block 6). Sub consultants can be elaborated on if the submission is one of the short-listed teams for an interview.

Q32: Can we include comments on the contract and insurance requirements in our submission?
A32: No, questions regarding the contract and insurance requirements should have been received by the deadline for questions.

Q33: In block 5 of the BREC standard form, the instructions (Attachment A) say: "5. The Prime Firm shall indicate in this block the percentage of the total work that will be performed by the prime at the official work location (Item 1b)." However, in the form itself, it requests "Indicate the area(s) of responsibility for this project of the Prime Firm." Please confirm which information is required in block 5.

<u>A33:</u> The percentage of work to be performed by staff that work out of the office indicated in Block 1 as compared to the whole design/project team.

Q34: This is NO ARCHITECTURE based in New York, and we are facing a situation where the principal of our firm, Andrew Heid, holds a New York License and meets the requirements to obtain the Louisiana License, however, we may not be able to acquire the Louisiana License before the final submittal date on December 5th. Additionally, finding a co-partner with a Louisiana License before the submittal date poses a challenge for us. We are wondering if there have been any clarifications or solutions proposed to deal with this license issue. Furthermore, we would like to know if holding a Louisiana License would be given preference in the selection process.

<u>A34:</u> The Prime team must hold a Louisiana License no later than the date of the Committee Review Period or be a subconsultant on the team of the Prime consultant who holds a Louisiana license, or be part of a joint venture where at least one of the members of the joint venture have a Louisiana License.

Q35: Can the deadline for the hard copies be postmarked by December 5th? **A35:** No, hard copies must be received by Dec 5 at 11am CT.

BUILDING LOCATION, SQUARE FOOTAGE, SITE LIMITS

Q36: Is the location of the building in Addendum No. 1 the set location? Is that a suggestion, or constraint? **A36**: It is our current suggestion.

Q37: What is the site limit of work? **A37:** See Addendum No. 1

Q38: What is the estimated size of the new addition? / What is the footprint of the new wing/addition? **A38:** Square footage of the new building has not been determined.

Q39: Is the golf course off limits? Will the 9th hole move? **A39**: The 9th hole will be in the current area.

Q40: Just wonder if there is a specific plan or drawings that define the space that can be constructed and where should be preserved?

<u>A40:</u> Suggested site is in addendum # 1. This site is pretty restrictive in what can be built and most likely will warrant a two-story structure.

DESIGN SKETCH REQUIREMENTS

Q41: Can you elaborate on the expectation on the sketch that is being asked for in the RFQ, not having a clear image on square footage, programming, or budget?

<u>**A41**</u>: The Design Sketch requirement is to show that the firm has some understanding of the information being put forth in the RFQ. The requirement is not worth a lot of points in the overall

evaluation. The expectation is not to have something designed but have a graphic knowledge of the site and overall design of project. Generic SketchUp, or other similar graphic software, that shows composition of how the project is preliminary planned out. The Design Sketch should be a loose, spacial diagram showing composition.

<u>Q42:</u> Attachment A - 13: Provide clarity if a site plan, elevation(s), and perspectives are all required, or is the requirement for any visual to convey design aesthetic?

<u>**A42**</u>: The design sketch/visualization can be any or all of the listed drawing types to best convey your team's design aesthetic.

Q43: Attachment A - 13: What is the square footage, full program, construction budget, building height to provide a visualization?

<u>A43:</u> See previous questions.

Q44: In block 13, can we include multiple sketches/visualizations?

<u>A44:</u> Block 13 allows for a maximum of four (4) additional sheets. Total of five sheets should be limited to show site plan, elevation(s), perspectives or 3d shots, or a video showing the required views in a three-dimensional format. For videos, please include them in the submission on a thumb drive. On one of the sheets In Block 13, please use this sheet to indicate that "a video on a thumb drive is included" on the submission to answer the question. No other information should be included on that one sheet. The other four Sheets can still be used for graphic purposes to present site plan, elevations(s), and perspectives.

BUDGET / FEE / CONSTRUCTION METHOD

Q45: What is the estimated cost of the new addition?

A45: See Addendum No. 1

Q46: We assume that a full fee is not being requested at this moment for Architectural and Engineering services, but the composition of the team. Can you confirm?

<u>A46:</u> Yes, this is correct. We are not requesting fee proposals at this time.

Q47: If a fee is being requested at this time, should the fee be a percentage of the cost?

<u>A47:</u> Not applicable – fee negotiations and initial scope of work will be discussed with final selected firm.

Q48: In the addendum it was stated that the fee would be a percentage of the construction cost. Can you elaborate on that? Also, is the fee intended to cover the architect and all sub consultants?

A48: See previous questions/answers.

Q49: Considering the ongoing escalations of construction costs in the market, has BREC given any thought to delivery method for construction? Design/Bid/Build, CM@R, Design-Build?

A49: We are leaning toward it being a CMAR.



- **Q50:** Can and will BREC pursue State Historic Tax Credits for any work done to the existing clubhouse building? **A50:** At this time, BREC does not intend to pursue National Register status through the NPS for the existing gallery building.
- **Q51:** Will the CMAR be responsible for cost estimating on the project after each milestone? If not, will the design team be responsible for cost estimating?
 - **A51:** The CMAR will not be brought in and be under contract until Schematic Design Phase at which time they will be part of cost estimating.
- **Q52:** Could you elaborate on the budget for the project, addendum # 1 indicated \$12 million to \$20 million? **A52:** The range of \$12M to \$20 million is as close as we can get at this time. The project is dependent upon Louisiana State Capital Outlay funding and other outside funding sources. At this time, there is a wide range approach to securing funding, refinement of the scope of the facility, and refinement of the program.
- **Q53:** Could you please expand on the budget for the project, would that determine the square footage of the building?
 - <u>A53:</u> For the Budget, see previous question(s). The square footage for the building would be determined through the some of the first tasks of the project, which may include, but not be limited to: Discovery, Client Engagement Workshops, Programming, Visioning and Concept Development, and Analysis of Alternatives.
- **Q54:** Please confirm when the fee will be negotiated if the construction cost/budget might not be confirmed until after programming.
 - <u>A54:</u> The Contract may include a separate lump sum fee for pre-design services that may include tasks such as Discovery, Client Engagement Workshops, Programming, and Visioning. For Schematic Design, Design Development, Construction Documents & Bidding, and Construction Administration phases, an interim construction budget will be applied to the BREC Fee curve for those 5 phases and be included in the Contract.

EXISTING PLANS

- **Q55:** Are the plans for the Baton Rouge Gallery available?
 - A55: See Addendum No. 1 including plans and graphics.
- **Q56:** Is there an existing Master Plan of City-Brooks that we should be aware of? **A56:** Yes, see linked 2006 Master Plan.
- **Q57**: Will more detailed/complete drawings of the existing building be available?
 - <u>**A57**</u>: Addendum No. 1 has historic and more recent drawings included. See linked <u>additional drawings</u> from the BR Gallery addition.

PROGRAM / SCOPE / HISTORIC & ABATEMENT INFORMATION / PUBLIC ENGAGEMENT

Q58: The Scope of Services states "Program Completion." Is there already a program including room time / size / budget that exists and the winning team will verify or will the selected team prepare the program from scratch?

<u>A58:</u> No, the project program has not been fully determined. Project program will be a task for the selected team.

Q59: Is there any expected abatement included in the scope of this project for the proposing teams or will this be separate from our contract/scope?

<u>**A59**</u>: The basement of the existing Clubhouse will be abated as needed in a separate project. Additional abatement for any of the remainder of the historic building is to be determined.

Q60: Will we need historic preservation on our team? Will this go under historic preservation review? **A60:** A historic preservationist is not required to be part of the submitter's team. Anything related to possible historic preservation issues of the existing gallery building or possible eligibility will be part of the scope of the Historic Structures Report currently under separate contract. At this time, BREC does not intend to pursue National Register status through the NPS for the existing gallery building.

Q61: What level of landscape planning or limit of work do you foresee in the existing park?_ **A61:** A building that is beautiful but that is somewhat discrete and is well integrated with the site and topography of the recommended area indicated.

Q62: Can you elaborate on the anticipated landscape scope? The RFQ mentions an outdoor terrace and potential sculpture garden. Is there an expected percentage of the project to be devoted to site and landscape? **A62:** See previous question/answer. There is not an expected percentage of the project for site and landscape.

Q63: Synopsis of what BR Gallery anticipates this facility to be when completed?

<u>A63:</u> Dynamic space and a continuation of the work the gallery already does. Temporary exhibits and permanent exhibits at the same time, local artists, educational space, space for meetings, events, receptions, weddings, etc.

Q64: What level of community engagement has BREC done to date?

<u>A64:</u> On this project, there hasn't been formal community engagement except for focus group meetings on the System-wide Master Plan with City-Brooks Community Park stakeholders. BR Gallery has engaged internally with their local community of artists regarding what they would like to see and what they have observed in other areas.

Q65: Do you intend for there to be broad engagement?

<u>A65:</u> Not broad engagement, but meetings with certain stakeholders and surrounding neighborhoods. We will engage with the surrounding neighborhoods and user group representatives, but not a public open house forum as this is a specialized project.

Q66: Currently there is an investigation going on in the existing building, will the results of that impact the scope of the project? Will it be part of this project? Will the designers be involved in doing that portion of the work?

<u>A66:</u> There is an assessment of the existing 96-year-old building that's just getting underway and is a separate project by others. It is anticipated that the selected firm would begin a collaborative effort with the current architect tasked to do the work during tasks **g**, **h**, and **i** below. The general scope of that project (by others) is:

- **a.** Creation of an overall assessment of the historic building conditions.
- **b.** Prepare a comprehensive set of drawings recording existing conditions
- **c.** Conduct a walk-through Structural assessment identify areas of possible concern.
- **d.** Focus group meetings with BREC Recreation, BREC Golf, and Baton Rouge Gallery for Determination of current User activities, unmet requirements, and anticipated needs. This includes the existing golf course pro-shop, cart storage, unused spaces, and current gallery space.
- **e.** Explore the Build-Out possibilities necessary to capture the highest and best use of the and golf pro shop (possible expansion) and non-gallery areas of the facility.
- **f.** Conduct an Historic Structures Report.
- g. Prepare a program that responds to the above items and conditions to guide a Schematic Design.
- h. Prepare a preliminary schematic design proposal for BREC and the Baton Rouge Gallery's review
- i. Revise the preliminary schematic Design proposal as required.

Q67: Is it expected that both the Baton Rouge Gallery and the new expansion will share resources such as loading and storage areas?

<u>A67:</u> Where feasible shared resources such as storage can be shared and will be determined during the early stages of the design process.

Q68: What is the anticipated extent of Cultural Resource Planning? Is it only regarding the collection of the gallery, or is there an archeological or ethnic component?

A68: There is no required archeological or ethnic component.

Q69: Is there a policy for tree removal?

A69: There are trees within the vicinity which can be considered for removal. Live oaks are to be protected as much as feasible. There are no live oaks within the recommended site.

DBE REQUIREMENTS

Q70: Question about DBE participation.

<u>A70:</u> BREC encourages DBE participation and more information in page 11 on RFQ. More points will be awarded for DBE participation of local businesses and BREC's goal of the project is 15% total DBE participation.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the submitter's proposal or otherwise acknowledged therein.

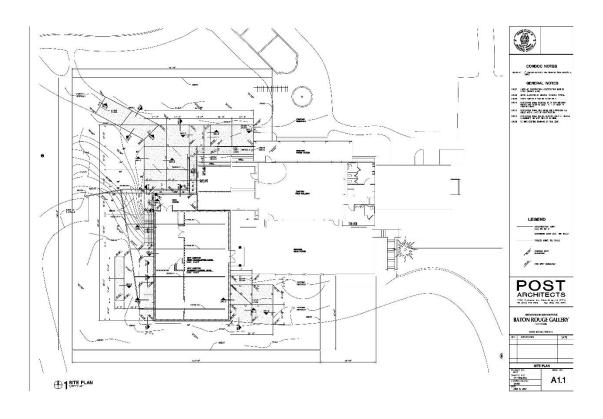
If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to submittal opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your submittal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

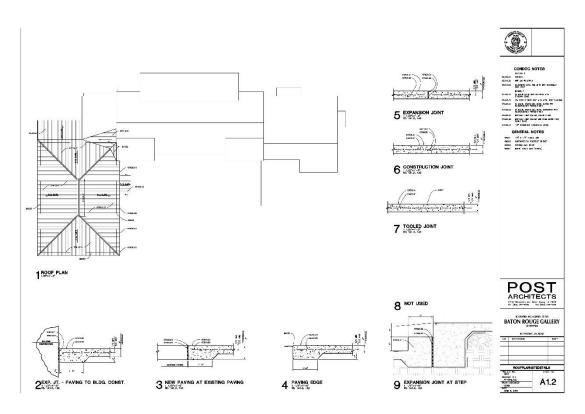
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RECREATION AND PARK COMMISSION

FOR THE PARISH OF EAST BATON ROUGE

