

## **ADDENDUM #1 GENESEE COUNTY PURCHASING**

### **#17-116 ARCHITECTURAL SERVICES FOR OFFICE REMODEL, MCCREE**

#### **MANDATORY PRE-PROPOSAL MEETING: Tuesday, October 3, 2017 at 10:00 a.m.**

The Mandatory Pre-Proposal meeting was held at the McCree building on the second floor. Cindy Carnes, Genesee County Purchasing Manager, called the meeting to order at 10:03 a.m. and reminded everyone that this is a Mandatory meeting and to sign-in and leave a business card if they have one. This meeting must be attended in order to submit a proposal for the RFP.

#### Attendance:

Cindy Carnes, Purchasing Manager  
Ray Zanke, Building & Grounds Director  
Jack Battles, FOC Director  
Tony McDowell, Deputy Director  
Alberta Gunsell, Administrative Secretary for Purchasing  
Gregory Mason, CHMP, Inc.  
Saundra Little, Centric Design Studio  
Patrick Siegert, Clark Trombley Randers Consulting Engineers  
Chris Klinert, DLZ  
Derek Slupka, DS Architects Inc.  
Dan Lutes, DSD Design Inc.  
Bob Sopko, DSD Design Inc.  
Phillip Davis, FTCH  
Vincent Imattina, FTCH  
David Gibbs, Fleis & VandenBrink  
Sandy Ring, Ghafari Associates, LLC  
Michael Kizebs, Ghafari Associates, LLC  
George Ananich, H2A Architects  
Sheri Ananich, H2A Architects  
David Layman, HDJ, Inc.  
Andrea Stinson, HRC  
Nick Scarpone, Hobbs + Black Architects  
Brandon Sundberg, IDS  
Daniel DeRemer, JW Design  
Neal Spitzley, Matric Consulting Engineers, Inc.  
Nicole Osgood-Badgero, Mayotte Group Architects  
Jennifer Shrake, NSA Architects Engineers Planners  
Lee Mamola, OHM  
Daniel Redstone, Redstone Architects, Inc.  
Kurt Neiswender, Sedgewick & Ferweda Architects  
Madonna Bennett, THA Architects Engineers  
Jason Goff, WTA

Cindy Carnes reviewed the RFP at this time. Everyone was reminded to make sure they sign-in because this is a Mandatory meeting to submit a proposal for the RFP. The Proposals are due on Wednesday, October 25, 2017 at 3:00 p.m. in the Purchasing Department. The Terms & Conditions are located on the Genesee County website under departments, controllers, purchasing.

Section 4 – Qualifications of Proposers: include all of the information because this is what your proposal will be evaluated on. Don't assume that we know you or that you have done work for us

previously and don't need to answer this section completely. You will be evaluated on what is submitted.

Section 5 – Background Information: there is a list of staff presently occupying the McCree building and the amount of staff that will be relocated to the McCree building.

Section 6 – Scope of Services: you are being hired for your professional recommendations. Looking for services that can be consolidated (example receiving payments and use of common space). Will need Attorney-Client meeting space for the Defender Program. Provide recommendations for use space including standardize work space.

Section 7 – Information Required from Proposers: this is what you need to submit in your proposal. If you take exception to anything it must be stated on your company letterhead and included with your proposal. This also includes any contract changes. The cost proposal is broken down into sections. The cost proposal is to be submitted separately from proposal.

Section 8 – Evaluation Criteria & Selection Procedure: A breakdown of how your proposals will be evaluated. Cost proposal should be in a separate envelope, because it will not be opened until after the evaluation and a short list is determined. The Signature page must be signed!

Attachment 1: this is suggestion for sizes of work space and additional offices are being requested.

Attachment 2: gives the desired confidential meeting space for the Attorney-Client office along with the waiting room and conference rooms.

Attachment 3: list the square footage and department usage for the McCree Courts and Human Services Center.

Q1: Does the proposal need to include furniture costs?

A1: No, only that the floor plan accommodates standard furniture. You can recommend furniture that was considered for the area (brand names, sizes etc.).

Q2: Will the electrical and mechanical need to be modified for this space?

A2: Yes. The last renovation was done in 1990.

Q3: Is there any drawing available?

A3: Yes. See links to drawings at the website.

Q4: Can we submit a furniture cost with our proposal?

A4: It would have to be a pricing based on a cooperative contract and will need to be separated out from rest of your proposal.

Q5: Is there asbestos in this part of the building?

A5: No.

Q6: What would be a second cost?

A6: The County doesn't usually do a second cost or Best and Final. There may be a need for clarification on parts of your proposal or regarding a new development.

Q7: Is there a budget for this project?

A7: Not at this time.

Q8: Is any of the old furniture being brought over to this building?

A8: No.

Q9: Security?

A9: Security might have to be moved. That is part of the proposal. We are looking for your recommendations. Will need a metal detector on the first floor.

Q10: Will staff & public need to be separate?

A10: No.

Q11: The cash receiving area will it need to have bullet proof glass?

A11: Yes.

Q12: What about record management?

A12: There will be a need for a file room. It is expected to be about 40% smaller than the current space being used.

Q13: Will there be a Construction Manager?

A13: No

Q14: What is the time frame?

A14: None at this time.

Q15: Will there need to be any roof work done or insulation?

A15: There was just a new roof in 1990 and was fixed in 2012 or 2013 during the renovations. Insulation has also been done.

A walk through was done at this time. The back hallway needs to be gone. You can add windows, offices, nothing is sacred, and it is a lot of wasted empty space.

The sign-in sheet for today will be posted at the website.

In September 2016 the second floor of the McCree building was evaluated for a possible expansion of the Health Department. An outline of the specifications for that project, which was declined, is included in Attachment 1.

Revised Cost Proposal and Project Estimating Sheet is included in Attachment 2.

Also included in this project is specifications for the proper size, selection, installation, and initial testing of a new generator for the Health Department EOC, see Attachment 3.

**Section 2**  
**Outline Specifications**

**CHMP, INC.**  
5198 TERRITORIAL ROAD  
GRAND BLANC, MI 48439



TELEPHONE (810) 695-5910  
FACSIMILE (810) 695-0680

September 29, 2016

McCree Courts & Human Services Center  
Genesee County Health Department Building Improvements  
Project No: 16001400

**Building Areas:**

Existing Second Floor	90,311 GSF
Proposed Renovated Area	32,704 GSF

**OUTLINE SPECIFICATIONS**

**I. Demolition**

**A. Architectural**

1. Remove wall partitions
2. Remove suspended ceiling systems
3. Remove floor finishes (carpet, vinyl tile, ceramic tile)
4. Remove doors and frames
5. Remove Cabinetry (includes replacement of existing in renovation areas)
6. Remove Toilet Partitions and Accessories

**B. Mechanical**

1. Remove Plumbing fixtures and associated piping
2. Remove / reconfigure Sprinkler heads and piping
3. Remove / reconfigure supply air diffusers & associated ductwork/VAV boxes/Controls
4. Remove / reconfigure return air grilles & associated ductwork

**C. Electrical**

1. Remove existing light fixtures and associated wiring
2. Remove electrical fixtures including power receptacles, controls and associated wiring
3. Remove / reconfigure fire alarm devices and associated wiring

## II. ARCHITECTURAL SYSTEMS

### A. Floor Structure

1. Concrete patch for enclosure of abandoned openings and surface imperfections

### B. Walls

1. Interior Sound Partitions (Conference, Offices, Examination, & Toilet Rooms) – (2) layers 5/8" gypsum board on resilient sound channels 3-5/8" metal studs with single layer opposite side, fill cavities with 3" sound attenuation insulation.
2. Interior – (All other rooms) 5/8" Gypsum board on 3-5/8" metal studs @ 24" O.C.)
3. Ground faced masonry with 5/8" gypsum board over furring channels (match existing) patching on corridors and new and enclosed existing openings.

### C. Insulation

1. 3" fiberglass sound attenuation insulation in sound wall cavities.
2. 6" "sonobatt" fiberglass insulation over all new acoustical lay in ceilings.

### D. Finishes

#### 1. Floor

- a. Resilient (Vinyl) Tile Flooring (w/ accent patterns) & 4" rubber base – Storage Rooms; Break Rooms; Waiting rooms; Examination rooms & corridors
- b. Ceramic Tile & 4" base – New restrooms (clean existing restroom tile floor)
- c. Sheet Carpet & 4" rubber base– Offices areas & Conference Rooms.

#### 3. Walls

- a. Ceramic Tile –full height in new Men & Women Restrooms.
- c. Vinyl Wall Covering – Waiting Rooms and Conference Rooms
- e. Painted Gypsum Board – All remaining spaces.

#### 4. Ceilings

- a. 2x4 Washable Lay-in Ceiling Tiles – 9 f. above finish floor in Toilet Rooms
- b. 2x4 Acoustical Ceiling Tiles – 9 ft. above finish floor to match existing all remaining areas.

### E. Specialties

#### 1. Millwork

- a. Wall and base cabinetry with solid surface countertops/4" back splash – Examination/Immunization rooms, breakrooms, & coffee stations (replace all existing)
- b. Built in solid surface public service counters with built in drawers and shelving.
- c. Prefabricated wall mtd. Coat rack – waiting rooms.
- d. Toilet partitions – prefinished metal toilet compartments and accessories (replace existing in renovated areas)

### III. MECHANICAL SYSTEMS

#### A. Plumbing

1. Water closets – Floor-mounted, flush valves, low consumption type with plastic seats.
2. Urinals – Wall-hung vitreous china with low consumption flush valve.
3. Lavatories – Wall-hung or counter top vitreous china with grid strainer and single level mixing faucet.
4. Sinks:
  - a. Stainless steel sink with strainer and single lever mixing faucet.
5. Service sink – Fiberglass floor-mounted sink with drain. Faucet with vacuum breaker and hose.
6. Water cooler – Surface-mounted, self-contained electric high-low water cooler for the physically handicapped.
7. Floor drains – new Toilet Rooms
8. Domestic hot water supplied by existing hot water heaters, reconfigure piping
9. Domestic cold water supplied by existing service, reconfigure piping as required.
10. Plumbing systems to meet the 2009 Michigan Plumbing Code.

#### B. Heating, Ventilating, and Air Conditioning Systems

1. The HVAC design shall consist of reconfiguration of the existing Variable Air Volume (VAV) system consisting of above ceiling-mounted VAV control boxes with thermostats; rework of existing supply and return air ducting and new ceiling mounted prefinished diffusers and return air grilles. Zoning to be determined during final engineering phase.
2. Ventilation shall be provided by reconfiguration of existing building ventilation system for restrooms, laboratories, janitor closets and breakrooms.
3. HVAC systems to meet the State of Michigan Mechanical Code and State of Michigan Energy Code ASHRAE 90.1-2007.
4. Exhaust fans shall be provided for the following areas:
  - a. Toilet Rooms
  - b. Kitchen
  - c. Janitor Closets
5. All systems have ducted supply, return, and exhaust, including grilles, fire dampers, etc.
- 6.

#### C. Fire Suppression

1. All building areas shall include a hydraulically calculated NFPA approved wet pipe sprinkler system for the entire building. Reconfigure existing sprinklers and fire protection lines per new building layout.

### IV. ELECTRICAL SYSTEMS

#### A. Electrical

1. Wiring and conduit for receptacles, lights, signs, telephone, fire alarm, and power wiring for equipment.
2. Recessed LED troffer lighting in all areas.
3. Emergency egress lighting and exit signs will be supplied for all renovated areas.
4. Conduit and back boxes only for data/telephone system, wiring by Owner's IT company.

5. Provide audio/visual and projection systems for shared conference room.
6. Provide emergency power (egress lighting & 8 immunization refrigerators) from existing emergency generator.
7. Modify and reconfigure existing fire alarm devices and controls.
8. Provide special systems such as CCTV, PA, cable TV, card access, etc., as required to meet Owner's needs.



Attachment 2  
Revised Cost Proposal

**Cost Proposals**

**Cost and Price Analysis: This portion of the proposal must be bound and sealed separately from the remainder of the proposal, electronic file must be a separate file from the proposal.** The information requested in this section is required to support the reasonableness of each proposal. Use attachment 2 spreadsheet which includes the information below.

- a. Labor Costs: Price should be quoted per hour of work provided. Itemize so as to show the following for each member of the project team:
  - i. Name and title, classification
  - ii. Estimated hours
  - iii. Rate per hour
  - iv. Total cost for each member and for all labor needs
- b. Cost of Supplies and Materials:
- c. Other direct costs:
- d. Overhead
- e. Profit

**Demonstration of Financial Stability:** Submit with the proposal your organization's most recent financial audit, annual compiled financial statements, annual consolidated financial statements, or a copy of the proposer's most recent federal income tax return. The County is seeking this information to ensure that proposers have the financial stability and wherewithal to assure good faith performance.

**Hourly Billing Rates:** Submit with the proposal a list of personnel and hourly rates that will be used for additional requested work.

**COST PROPOSAL SUMMARY**

<b><u>Phase</u></b>	<b><u>Total Cost</u></b>
Professional Architectural Services Cost	\$ _____
Bid Assistance Cost	\$ _____
Construction Administration Services	\$ _____
<hr/>	
Total Cost	\$ _____



Date -	Position 1 Name, title, classification	Position 2 Name, title, classification	Position 3 Name, title, classification	Position 4 Name, title, classification	Position 5 Name, title, classification	Position 6 Name, title, classification	Position 7 Name, title, classification	Position 8 Name, title, classification	Position 9 Name, title, classification	Total Hours
<b>BID ASSISTANCE COST</b>										
Pre-bid meeting										
Prepare and provide Bid documents										
RFI Assistance/Addenda										
Value Engineering Options										
<b>Total Hours</b>										
<b>Total Labor Costs</b>										
Overhead										
Other direct costs										
Cost of supplies and materials										
Profit										
<b>PHASE TOTAL</b>										
<b>Construction Administration Services</b>										
Preconstruction Meeting and minutes										
Site Visits <i>(quantity)</i>										
Progress Meetings and minutes <i>(quantity)</i>										
Budget Monitoring										
Schedule control										
Shop Drawings										
Pay Applications <i>(quantity)</i>										
Preliminary and Final Punchlist										
<b>Total Hours</b>										
<b>Total Labor Costs</b>										
Overhead										
Other direct costs										
Cost of supplies and materials										
Profit										
<b>PHASE TOTAL</b>										
<b>Total Cost</b>										

## Generator Work up for EOC

### **The generator we currently have is running the following:**

- One freezer and one fridge for Adult Clinic
- The server room
- One piece of lab equipment

### **What we need the generator to power in addition to the items above:**

- Power the entire EOC at the health department
  - Lights
  - Outlets
  - The EPC's office (lights, outlets, phone)
  - 48 Port Switch
  - All Phones (land lines) need to be able to work in the EOC

### The generator will have to have enough power to run the following in the EOC:

- Printers (at least one)
- Computers (at minimum 7)
- Charge batteries for equipment
- Run portable heaters or AC unit