

# UNIVERSITY OF LOUISVILLE®

## PROCUREMENT SERVICES ADDENDUM

<b>Date of Notice:</b>	10/9/2024
<b>Solicitation No.:</b>	RFP-003-25
<b>Title:</b>	Qualifications for Architect/Engineering Services; New Health Science Center Simulation, Academic, and Innovation Facility
<b>Addendum No.:</b>	Two (2)

The following shall clarify and/or modify the original bid document(s) as issued by the University of Louisville.

### VENDOR QUESTIONS

1. The RFP defines that the proposal submissions are limited to 60 pages. Will the table of contents and individual section tabs count towards the 60-page limit?

**A: Submissions are limited to 60 single sided printed pages, excluding the front and back covers, but inclusive of all other pages including the table of contents, and section tabs. 8.5"x 11" or 11" x 17" are acceptable page sizes.**

2. It is assumed that the pages shall be the standard formatted 8.5" x 11" size. Can you please confirm the intended page size for the submissions?

**A: 8.5"x 11" or 11" x 17" are acceptable page sizes.**

3. Because the submission is a digital submission, can you please confirm page definition/size? In other words, can you confirm that a 'page' is indeed a portrait letter size and that a digital full spread is therefore 2-pages? (As opposed, for example, a digital full spread counting as 1-page.).

**A: 8.5"x 11" or 11" x 17" are acceptable page sizes. Digital full spread presentations, are considered 2 pages.**

4. In reference to page 8 of the RFP within the Evaluation Criteria section titled Experience of Team Personnel, the teams are asked to "describe the proposed personnel assignments, lines of authority, and communication for each key team member, including consultant staff". Can the University provide clarification of the intent of the question with regards to the communication chain? Does this mean each team needs to designate a point of contact, or each consultant on each team needs to designate a point of contact?

**A: The University requires a primary team point of contact, however a clear outline of the communication chain between all consultants is required.**

5. In reference to page 9 of the RFP within the Evaluation Criteria section titled Successful Execution on Past Representative Projects, the first bullet point request that the submission include no more than five (5) similar projects. The second bullet point, then defines the submissions to include example projects located in an urban setting with limiting site constraints and or utility logistics. Can the University provide confirmation that these project examples are in addition to the five (5) requested within the first bullet point?

**A: A total of (5) projects inclusive of all types past representative projects shall be submitted. No more than (5) projects will be considered.**

6. On Page 9, under Successful Execution of Past Representative Project, the first bullet indicates "provide examples of no less than three and no more than five similar projects..." The second bullet requests examples in an urban setting. Is it to be understood that the 'urban projects' are part of the 3-5 projects listed in the first bullet point, or in addition to?

A: A total of (5) projects inclusive of all types past representative projects shall be submitted. No more than (5) projects will be considered.

7. Please confirm the requirement for submitting relevant and completed projects. Given the complexity and scale of comparable projects the design and construction durations are both significant amounts of time. We request that project completion encompasses projects that have completed significant design milestones and/or are under construction.

A: This is acceptable, however no more than (5) projects will be considered.

8. As confirmation, can UofL confirm that signatures required by page 2 of 12 in the RFP are to be provided directly on a copy of page 2 and are not required on any other separate standalone forms?

- a. Does this signature page (or any other signature page) count against the RFP's noted 60-page limit?

A: Page 2 of the RFP is to be signed by the vendor as a stand-alone document and does not count towards the 60-page limit. Additionally, all Addendums will need to be signed and submitted acknowledging that the vendor received them. This will not count toward the 60-page limit either.

9. As confirmation, can UofL confirm that signatures required by page 2 of 2 in the **Addendum-1** are to be provided directly on a copy of page 2 and are not required on any other separate standalone forms?

- a. Does this signature page (or any other signature page) count against the RFP's noted 60-page limit?

A: Confirmed. Sign on the signature page of the document and submit. This will not count toward the 60-page limit.

10. Do tab/divider pages count towards the total allowed (60) page count?

A: Submissions are limited to 60 single sided printed pages, excluding the front and back covers, but inclusive of all other pages including the table of contents, and section tabs. 8.5"x 11" or 11" x 17" are acceptable page sizes.

11. On Page 3, last paragraph references a 'manager partner'. Is this a separate firm or a person working for U of L? Please clarify who this is, what role/responsibilities they have and what the interaction will be with the design team.

A: Reference in last paragraph is to a construction manager (CM/GC) who will be an active participant in the project and a partner to the A/E team.

12. Could you expand on the role of the research lab specialist as it relates to "industrial process engineering specializing in gas distribution and chemical storage" relative to the anticipated program (RFP p. 7).

A: If research lab space is identified as a required program component during the programming phase, the research lab specialist will lead the design effort of the lab spaces, including gas distribution and chemical storage solutions.

13. Do you want us to include resumes for all subconsultant team members?

A: Yes.

14. We understand from addendum 1 that this will be a digital submittal, and a hard copy is not required. As a follow up, do you anticipate that the submittal will be printed for review? If so, we would want to design our submission to work for both digital review and hard copy review.

A: Committee members may elect to print the submission at their discretion.

15. Will there be some simulation equipment reused from the existing facility? If so, will the A/E team need to do an inventory of this equipment, or will the Owner's SIM equipment consultant do that?

A: Some equipment may be reused, and the SIM equipment consultant will produce the inventory.

16. An early package for Demo of the existing Kentucky Disease Building (KDP) and relocation of the network substation are mentioned. Are there any other specific early bid packages anticipated?

A: As required to meet the project schedule.

17. Have there been any studies related to the site or building program, or other studies completed to date? If so, can you share who completed these studies and will you share them?

A: No studies have been completed to date.

18. It is noted that the Owner has a Special Consultant with expertise in interdisciplinary simulation laboratory equipment specification and design and A/V integration and oversight. Please confirm their scope on the A/V side is limited to oversight and collaboration and design team should engage its own Medical Technology consultant for systems design.

A: A/E team should provide its own Medical Technology consultant for systems design.

19. Page 7 indicates "Provide an add alternate cost for a specialty consultant specializing in research laboratory design...". As there is no cost proposal as part of this submission, please confirm the intent of this item.

A: It is expected this cost will be provided during negotiations with the selected A/E firm. No cost is required for the initial submission, but proposing firms need to be aware of this requirement.

Bidder must acknowledge receipt of this and any addenda either with bid or by separate letter. Acknowledgement must be received in the Department of Procurement Services, Service Complex Building, University of Louisville no later than **10/25/2024 at 2:00PM, EST**. If by separate letter, the following information must be placed in the lower left-hand corner of the envelope:

Solicitation No.:	<b>RFP-003-25</b>
Title:	Qualifications for Architect/Engineering Services; New Health Science Center Simulation, Academic, and Innovation Facility
Due Date:	<b>10/25/2024</b>

**Authorized By:**

Procurement Services	Jamie D. Peck
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**Receipt Acknowledged:**

Company	
Signature	
Name (print)	
Date	