

# Western Technical College

## ADDENDUM 1 – Issued 4/25/24 Request for Proposal 2024-009 Architectural & Engineering Services

The following are responses to questions submitted in writing for the above noted solicitation. Information contained in this Addendum will be included in any subsequent contractual agreement between Western Technical College and the successful proposer.

1. Are you intending to award the project to a single firm, or is there a possibility of multiple firms being award a contract?

**Answer: Our intent is to award to a single vendor. We will be utilizing an evaluation process for method of award. Please refer to RFP Section 4: Evaluation of Proposal – Proposal Criteria on page 15 and 16.**

2. Would the technical college accept an engineering firm proposal? Our company would be able to provide services as the lead consultant on engineering led projects (I.E. HVAC upgrades) and as a team member on architect led projects.

**Answer: The RFP is for architectural services. A firm is welcome to offer their services to architecture firms, but they will not receive consideration for this RFP as they do not meet the requirements.**

3. Per language on page 18, it is stated, “The college has long-term contracts with various engineering/design disciplines. As part of this agreement, the architectural firm will typically be required to use Western’s engineering firms and assume all coordination and management of those firms during each project.” However, Attachment B (Cost/Fee Matrix) includes a field for us to list sub-contractors and engineers who will perform any of the tasks needed to complete the contract.

- a. Should we include subconsultants/engineers on our team or will we be using the firms with whom the College have an existing contract(s)?

**Answer: This was an incorrect statement. Western no longer has contracts with engineering/design firms. Please include all subconsultants and engineers you intend to use on your team.**

- b. What firms do you have existing contracts with?

**Answer: See above. Western no longer has contract with engineering/design firm.**

4. Attachment B (Cost/Fee Matrix) requests a fee for master planning, but the RFP does not include information about the timing and scope of the master planning effort. What is the timing and scope of the master planning effort?

**Answer: Western does not currently have a timeline or scope established for the next master planning effort. We realize the lack of detail available at this time will not allow firms to accurately provide a cost for these services. We would ask that each proposer include an example of a previously completed master plan for a higher education institution, however a cost for these services won’t be required. See attached revised Cost/Fee Structure Matrix.**

5. Please confirm which engineering disciplines, if any, are being requested to be included as part of our proposed project team/consultants (Page 18 D.). Per Page 17, ‘The requested services will include Architectural and structural design work; Civil, mechanical, plumbing, and electrical engineering’, but then Page 18 (G.) states ‘Western has long-term contracts with various engineering/design disciplines’.

**Answer: This was an incorrect statement. Western no longer has contracts with engineering/design firms. Please include all subconsultants and engineers you intend to use on your team.**

6. Please confirm Western is only requesting a highlight/partial example of master planning and programming experience with educational clients and is not requesting us to submit a comprehensive master plan example that we've completed. If the latter– this would need to be submitted as an attachment/appendix as it would not fit within the 5-page limit of section C. (Reference: Page 18 (C.) – ‘An example of a master plan completed for an education client is required’.)

**Answer: A highlight/partial example of a master plan completed for a higher education institution will be sufficient.**

7. Please clarify the Construction Program Manager role/responsibility. Is this a Western employee or an external Construction Management firm? (Reference: Page 18 (E.) – ‘Provide a narrative of how the design team will approach and interface with the Owner and Construction Program Manager...’).

**Answer: Typically the Construction Manager is a Western Technical College employee. The construction manager will represent Western Technical College throughout the development, design and construction phases of the project by working directly with the design team and the contractors,**

8. If possible, please provide a list of the engineering/design disciplines/firms that currently hold a long-term contract with Western. (Reference: Page 18 (G.)).

**Answer: This was an incorrect statement. Western no longer has contracts with engineering/design firms. Please include all subconsultants and engineers you intend to use on your team.**

9. Please clarify Pages 19 & 20 – Attachment B: Cost/Fee Structure Matrix:

- a. Item #1 – If a lump sum fee is being requested here, please provide a more detailed scope of services being requested as part of a Campus Master Facility Plan. For example - completing an existing facilities assessment, conceptual master planning, space planning, cost estimating, etc. Efforts related to a Campus Master Facility Plan can vary greatly. Please confirm if hourly rates/basis would be acceptable for #1.

**Answer: : Western does not currently have a timeline or scope established for the next master planning effort. We realize the lack of detail available at this time will not allow firms to accurately provide a cost for these services. We would ask that each proposer include an example of a previously completed master plan for a higher education institution, however a cost for these services won't be required.**

- b. Item #9 – Please clarify specific information being requested. Based on our understanding, Western is requesting hourly rates to be provided for services related to #2, #4, and possibly #1, and percentage fees for services related to #3. This seems pretty straightforward, so we're not quite clear what sort of clarifications are being requested here?

**Answer: #1 is no longer being considered. #9 can be removed. See attached revised Cost/Fee Structure Matrix.**

- c. Item #10 – relates to question #5 above (regarding engineering disciplines); if confirmed that Western is requesting the proposer include some or all proposed engineering disciplines, contact information and experience will be provided as part of Attachment A – Section D ‘Proposed Project Team/Consultants’. Is the intention here to request cost/fee information related to sub-contractors and engineers? If so, would it be acceptable to provide hourly rates for sub-contractors and engineers?

**Answer: Yes, provide hourly rates for sub-contractors and engineers.**

Submitted by:

**Purchasing**

Western Technical College

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**ATTACHMENT B: COST / FEE STRUCTURE MATRIX-Updated**

**Western Technical College**  
**RFP 2024-009 ARCHITECTURAL AND ENGINEERING SERVICES**

**INSTRUCTIONS**

1. All questions rows 1 - 10 on this form must be completed.
2. Include additional documentation as necessary labeled with corresponding number, and reference on form.
3. If a service cannot be met by the proposed vendor, then the term "No Proposal" should be entered on the line item.
4. If the proposed vendor will not charge for a service, then the term "No Cost" should be entered on the line item.

<b>Description</b>	<b>Rate</b>	<b>Explanation</b>
<del>1. Campus Master Facility Plan</del>	<del>\$</del>	<del>Overall project total for La Crosse Main Campus only.</del>  This fee will not be required to be provided.
2. General Designs	\$/hr	Shall be paid for on an hourly basis with a Not To Exceed Maximum estimated fee, without prior approval from the College, using the hourly rates stated on the Proposal Form.
3. Construction Projects \$0 - \$500,000            % \$500,001 - \$2,000,000    % \$2,000,001 - \$5,000,000    % \$5,000,001 - \$15,000,000    % \$15,000,000+            %		Percent of total project cost. A/E fees shall be calculated based on the awarded bid total, plus the cost of all change orders, less the cost of change orders resulting from A/E errors and omissions, if applicable.
4. Space Planning Projects	\$	Shall be paid for on an hourly basis with a Not To Exceed Maximum estimated fee, without prior approval from the College, using the hourly rates stated on the Proposal Form.
5. Reimbursables	\$	List reimbursable and exclusions normally included/excluded in fee. Indicate standard mark-up on printing and reproduction costs.
6. Plans	\$	List options for delivering plans to bidders, ability of firm to print plans, and schedule of charges for printing plans.
7. Provide a complete fee structure illustrating a five-year projection (term of base contract).		
8. Please list any other charges for providing the requested services beyond the initial scope of work and reimbursables. Charges not listed here (or in the chart above) will not be allowed:		

## ATTACHMENT B: COST / FEE STRUCTURE MATRIX

9. ~~Provide clarification between fees charged on a percentage of project basis versus services charged at an hourly rate:~~

This question will not be required to be completed.

10. List Sub-contractors and engineers that will perform any of the tasks needed to complete the contract. Include the following:  
a. Contact information.  
b. Project information and experience.

Western Technical College reserves the right to retain the services of professional engineers and other contractors (HVAC, plumbing, electrical and mechanical) not associated with the selected Vendor. If such services are purchased and are associated with a renovation or addition, the cost of the services shall be included in the total actual project cost for purposes of fee calculations. If the services are required to correct or inspect for errors by the architect or subcontractors, these costs would not be considered part of the total project cost. Western requires that all deliverables associated with projects contracted be delivered to Western in a common format such as PDF or Word and also in the original format such as AutoCAD and/or Revit. The costs of such deliverables are to be included in the above pricing.

### SUBMITTER INFORMATION:

NAME \_\_\_\_\_

PHONE: \_\_\_\_\_

TITLE \_\_\_\_\_

EMAIL: \_\_\_\_\_