



REQUEST FOR PROPOSALS FOR
ARCHITECTURAL AND ENGINEERING
SERVICES– ADDENDUM #1

February 27, 2020

This addendum is to respond to questions received by interested parties. Some questions may be duplicates and refer to a previous question. Please review this information carefully. This form will not be required to be submitted with your proposal.

1. Page 4 (Scope of Services) states that a firm will enter into a not-to-exceed price agreement and the initial contract is expected to include Schematic Design, renderings, and cost estimations. Page 5 (Requirements) begins to describe capabilities of the team that extend through construction Close-Out. We want to clarify the extent of the cost proposal required on Page 9, Proposal Requirements. Is the not-to-exceed cost proposal limited to the initial contract work for this submittal?

The NTE should include through the project close-out.

2. Page 5 indicates that the Village will not use an AIA agreement. Can you confirm the nature of the agreement that will be used so firms are able to determine if the terms would affect our cost proposal?

Standard Professional Services Agreement (see attached draft)

3. Is there any chance that the fee requirements gets deleted and this turns into an RFQ?

No

4. The RFP mentions on page 4 that this is about Schematic Design, renderings, and cost estimates... and the Village may add more later?
 - a. But the body of the RFP says you want all the phases up to and including construction observation.
 - b. Do we set this up as separate proposals? Please confirm your intentions.

Our intentions are to have the NTE pricing for full services through the project close-out next Spring. This would include all phases including construction observation.

5. The RFP mentions that you hired Schoppe Associates to do the layout.
 - a. Do you have a layout to share with us? The layout and amount of buildings affects our fees.
 - b. Are they going to do the landscape design (you mentioned it was by others).

The layout is currently in design, once finalized, we will send it to you.
Yes, Schoppe Associates will be doing the landscape design.

6. The RFP Mentions that you are hiring Threshold to do the Acoustic Modeling.



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- a. I am assuming you want a sound system in the design. Are they hired to do that design or do you want us to price that out?
 - i. If us, what level of a system do you want?

The structure may support some type a sound system. This item will be part of the public open house and multiple meetings with committees.

7. The RFP says you hired HR Green to do the plat of survey. Do you have the survey you can share? The survey is currently being done. Once completed you will have that information.
 - a. If not, can you answer:
 - i. How many acres is the site? 3 acres
 - ii. Are all the utilities readily available at the site or do we need to go get them down the street somewhere? Electric, Water and Sewer are located in the parking lot, Gas is nearby, exact location unknown.
 - iii. Do we need detention figured out on-site? Detention pond is already in place on the neighboring east property
8. Additional Items requested:
 - a. Do you want theatrical lighting? If so, what level?
 - b. What is the budget for the whole project?
 - c. What programming are you intending for the site?
 - i. What size Bands?
 - ii. Movies?
 - iii. Winter events?
 - d. What size stage are you intending? Concessions building? Toilet rooms? Etc?
 - e. What level of concessions are you planning? Kids vs. adult food and beverage.
 - f. Do you intend on fixed seating? Lawn seating?

All of these items will be part of the public open house and multiple meetings with committees.

9. Is Schoppe going to be the lead and putting all the drawings (from us and others) together into one main drawing set and specifications? Or are we to do that?

Schoppe Associates will be doing the concept plan and landscape design, you will be responsible for final drawings.

10. The RFP talks about several meetings and coordination with outside entities along the way, but the schedule has us out to bid in July? That schedule is very, very, very tight for a normal project; once you add in all the other meetings and coordination, the schedule



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would not be met. What is the flexibility in the schedule, if any. FYI, this will be a huge determining factor on submittal and fee.

Due to programming the project must be completed by May 10, 2021. There is room to discuss the schedule within the confines of that completion date. Please use exhibit A to fill in a proposed schedule that will conform better with the completion date.

11. The RFP mentions that the contract will not be the standard AIA contract. Can you share the contract you are looking to use? Many terms and conditions will affect fees. I.e.: insurance requirements, reporting requirements, site visits, duties of the architect, etc.

See question #2

12. For this response, should our fee proposal include only the scope noted in “Stage Design” scope section?

See question #4

13. If our fee proposal should include the Future Stage Additions and Optional Park Amenities, can you provide a document that better describes the scale of these facilities?

The base package is the overall site design and stage. If the Village elects to pursue the Future Stage Additions and Optional Park Amenities these would be negotiated at that time. These items were provided to communicate that we would like a design that could incorporate all of these items.

14. Is the cost of services to include only architectural/theater design services at this time or should it include all necessary consultants (MEP/FP, Structural, etc)

Should include all services including consultants.

15. It is noted that the Village has Landscape Architecture and Survey work under a separate contract. Should our team include Civil Engineering?

Yes, if needed.

16. The project notes that we should include a Traffic Analysis. What scope – if any - Is anticipated for the existing parking lot?

The existing parking lot will remain. We will be looking for information based on traffic flow through the intersections surrounding the area.



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17. Is there an established project budget for this initial phase of work that can be provided?

Initial site development including professional services is budgeted for \$750,000, this budget may increase if donations and sponsorships are received.

18. What is the budget for the project?

See above #17

19. Has a Construction delivery method been chosen or discussed? (Construction Manager or General Contractor) Would it disqualify a company if a contractor were to partner with an Architectural firm as a consultant to their team, if in the future we pursued the Construction Manager role or Bid the project.

The construction delivery method has not been chosen.

20. Should we assume that there is sufficient stormwater detention volume in the adjacent retention pond?

Yes

21. Should we assume that there will be no modifications to the existing roadway system, including roadway widenings or signalization changes, especially Station Drive, Orchard Road, and the parking lot ring road?

Yes

22. Should we assume that there are no wetlands on the property; therefore, no need for delineation or wetland mitigation?

Yes

23. Will the design team be responsible for separating drawings into different bid packages?

Yes

24. Is there a construction budget, or a project budget?

See question #17



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25. What is the anticipated number of event-goers to design the parking and traffic analysis for?

This will be determined through the open house and committee meetings.

26. Should we assume that there will be no utilities crossing the railroad?

Correct.

27. Can the Village provide the plans-to-date developed by Shoppe?

See question #5

28. Can the Village provide any plans that have been developed to date?

See question #5

29. Is there a set project budget to help teams gauge the scope of the project in order to establish a fixed sum proposal.

See question #17



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EXHIBIT A:

Selection Process Steps	Estimated Date(s)
Released to the Public	February 13, 2020
Final Date to Submit Questions	February 26, 2020 at 5:00 p.m.
Addendum Posted (if any)	February 28, 2020 at 5:00 p.m.
Proposal Submission Deadline	March 6, 2020 at 10:00 a.m.
Interviews and Contract Discussions	March 25, 2020
Village Board Contract Approval	April 7, 2020
Concept Plans Due	
Design & Development Plans Due	
Final Plans Due	
Construction Completion Date	May 10, 2021