



**RFQ/RFP 2021-007
DESIGN BUILD MUNICIPAL COMPLEX**

ADDENDUM #7

Minutes Pre-Proposal Meeting July 23, 2021 at 1:00 PM

The City conducted a pre-proposal meeting on July 23, 2021 at 1:00PM at the existing municipal court at 4483 Pineview Drive. The attendance list is part of the project documents, Addendum #6

The following questions were asked and answers provided at the meeting or in this addendum.

1. **Does the City need access to the Municipal Court building during construction?**
If possible, the City desires to access the secured file room within the municipal court.
2. **Should both pages of Form 254 (now Form 330) be completed and submitted?**
A submittal containing only the first page of Form 330 will not be rejected.
3. **Is a fee proposal required with the submittal?**
No. The evaluation factors for the submittal are listed in RFQ/RFP.
4. **Is the budget of \$3.5 million driving the project or is the proposed square footage driving the budget?**
The budget of \$3.5 million is driving the project and contemplates the addition of approximately 20,000 square feet of new space and addition of surface parking. The City has also programmed general parking improvements in the downtown in the SPLOST program and anticipates some dollars to help offset parking improvements on site.
5. **Does the City expect survivability above the minimum building code requirements?**
The City expects that the new building will comply with the governing building code requirements. If feasible, the City would prefer that the building include energy efficient and other LEED measures as well as technological components to make it a high performance building.
6. **Will the building be used as a critical facility for shelter during a disaster?**

Initial to acknowledge and include with submittal: _____

The governing emergency response plan lists no city facility as a shelter for use during or following a disaster.

7. Was a programming study completed identifying the space needs for the facility?

A space needs worksheet was prepared to inform the proposed building layout. The worksheets and building layout will be included with project documents as an addendum. The intent is to have flexible spaces to encourage collaboration and well as private workspaces for an administrative work force that has implemented a telework program, including future growth.

8. What is the required submittal date for the project?

Submittals are required by 12:00PM (noon) on August 13, 2021. A new project schedule will be included as a separate addendum.

9. Is the engineer who prepared the preliminary structural assessment under a code of silence?

The engineer is not under a code of silence. The document(s) prepared for that assessment are public records.

10. What is the last day for questions?

The last day for questions will be August 6, by 5:00 PM. Answers will be provided by August 11, 2021.

11. Will the new facility include an elevator?

Yes, access to the second floor will be required via elevator(s) and stairs. Ingress and egress from all floors of the facility must comply with minimum requirements relating to building codes and life/safety requirements.

12. Are the design schematics reflective of a final design?

The design schematics dated May 2021 represent several iterations of feedback from the elected body and the public and as such would be considered 90% "complete" in their look. However, it is expected that the design will be tweaked or modified some in collaboration with and before final approval by the elected body. Additionally, a different approach than provided is permissible. The City's intent is to commence construction in December 2021.

Initial to acknowledge and include with submittal: _____