

ADDENDUM NO. I

DATE: February 15, 2017

TO: All Qualifiers

FROM: Janice McClelland, Assistant Purchasing Agent

SUBJECT: Addendum No. 1 – Cal Johnson Recreation Center Renovations

SUBMISSIONS TO BE OPENED: March 3, 2017, at 11:00:00 a.m.

This addendum becomes a part of the Contract Documents and modifies the original specifications as noted.

Responses to Questions Submitted to the Assistant Purchasing Agent

Q1. Regarding Section 6.8 Insurance. Will all submitting firms be required to hold these insurance limits or is this a “general” document that is used for all RFQ’s? The amount of Commercial General Liability and Professional Liability seem high for the size of a renovation project; I ask this question so we can get quotes from our insurance agent regarding the higher limits before we submit.

A1. The insurance limits are standard for City contracts and the awarded contractor will be required to furnish evidence of such coverage prior to execution of the contract.

Q2. Section VIII. Evaluation Criteria. Would it be possible to know how the “Amount of work currently under contract with the City of Knoxville” is evaluated? We are not currently working on any projects with the City of Knoxville and were curious if this would earn us a “0” or if the statement with the amount of work is a pass/fail depending on whether or not you provide the information.

A2. The evaluation criteria hereby are changed as follows:

- Qualifications of Firm: Relevant expertise, past experience with similar projects, and availability of staff: 40 points
- Project Management Skills: Demonstrated ability to meet schedules and perform work efficiently without compromising sound architectural practice: 35 points
- Qualifications of Project Staff: Submissions should clearly identify all team members who will be assigned to this project, to include the names of persons, their respective titles/roles, resumes, and dedication of time for any team member who will play a significant role in this project: 25 points

Q3. Submission Form S-1 for the Cal Johnson Rec Center is titled “Restroom Facilities at Chilhowee Park”. Do you have a form for Cal Johnson or should we just cross it out and write in the correct RFQ title?

A3. A corrected form S-1 immediately follows this addendum. Submissions should use this corrected form.

Q4. What is the project budget?

A4. The City does not typically reveal project budgets.

Q5. In V. Scope of Services, what is envisioned with regard to the consultant conducting “a public input process” as part of the process?

A5. The City wishes to for the consultant to use public input to help determine the best layout of the building for the provision of programs wanted and needed by the community. The City anticipates one public meeting and perhaps a survey.

Q6. We would like to send a firm representative to the site to see what the needs are. Do we need to contact someone in advance to set up a visit?

A6. You do not need to set up a visit, since the building is open from 1:00 p.m. till 9:00 p.m. on Mondays through Thursdays. Do note that any questions that arise during your visit will not be answered by City staff; instead, all questions, as stipulated in the RFQ, must be submitted in writing to the Assistant Purchasing Agent at the email address provided.

END OF ADDENDUM NO. I

**CITY OF KNOXVILLE
REQUEST FOR QUALIFICATIONS**

Cal Johnson Recreation Center Renovations

Submission Form (S-1)

Qualifications To Be Received by 11:00 a.m., Eastern Time, March 3, 2017, in Room 667-674, City/County Building, Knoxville, Tennessee.

IMPORTANT: Submitters shall include six hard copies (one original and five duplicates—**mark the original as such**), as well as one electronic copy of their submission (.pdf format on either CD or flash/thumb drive—**mark the storage device with the company name**); the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. **Electronic submissions must be included with the sealed submissions; do not email your submission.**

Please complete the following:

Legal Name of Qualifier: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address: _____

Signature: _____

Name of Signer: _____

Note: Failure to use these response sheets may disqualify your submission.