



The City Manager  
City of Fredericksburg  
715 Princess Anne Street, Room 203  
P.O. Box 7447  
Fredericksburg, VA 22401

**NOTICE TO BIDDERS  
ADDENDUM 1  
December 17, 2010  
REQUEST FOR PROPOSAL  
COURTHOUSE AND COURT FACILITIES PPEA DESIGN AND CONSTRUCTION  
CONCEPTUAL PHASE**

**CLOSING DATE (NOT CHANGED): March 1, 2011, 4:00 P.M. EST**

This addendum consists of this one (1) cover page and seven (7) pages which include questions received to date and responses, minutes of the Pre-Proposal Meeting and list of attendees. You must acknowledge receipt of this and all addenda in your proposal.

Except as modified herein, all other terms and conditions of the Request for Proposal remain in full force and effect.

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Robert K. Antozzi, EdD, CPRP  
Director of Parks, Recreation & Public Facilities

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Date

**QUESTIONS RECEIVED BY FAX / EMAIL THROUGH DECEMBER 16, 2010:**

Questions raised at the Pre-Proposal meeting are in the meeting minutes attached to this Addendum.

AD1-1. **Question:** Is there a court order from the Courts to put this project in motion?

**Response:** No.

AD1-2. **Question:** Could the City initiate the moratorium on public buildings for this project?

**Response:** Anything is possible, but it is highly unlikely in this case.

AD1-3. **Question:** Has the City budgeted or able to budget the money to finance this new building?

**Response:** The City will budget this project.

AD1-4. **Question:** Is the City willing to operate this building or do the proposers have to bring that to this pursuit as part of the project team?

**Response:** The city's current and future court facilities come under the operation of the Public Facilities Division, Department of Parks, Recreation and Public Facilities.

AD1-5. **Question:** In Scheme 5, the fire station will need to be relocated. That puts the timeline for the project out 5-6 years. Is that a reasonable timeline to contemplate assuming scheme 5 is chosen?

**Response:** Scheme 5 does indeed offer a longer timeline, the definition of which is for the proposer to provide. Scheme 5 has had, and does have merit, but is in competition with other proposals. A longer timeline has advantages and disadvantages as do shorter timelines.

AD1-6. **Question:** Is this project (1) a Design/Build project or (2) a Design/Build/Lease/Operate project?

**Response:** This project is a PPEA Design/Build project. The RFP for phase one can be found on the City's website if you don't already have one.

AD1-7. **Question:** Clarification on Section 1.10, about selecting a short list. Is this a single step or two step process for final selection? If the RFP is correct, then what is expected from the short listed firms?

**Response:** This is a two step process as indicated in the RFP, Section 1.9. Section 1.10 states that the short list of highly qualified Private Entities will receive a Request for Detailed Proposals. The specifics for Detailed Proposals will be listed in that document and may include a request for more detailed plans, responses to questions, clarifications, Comprehensive Agreement comments, and refined price proposals.

AD1-8. **Question:** Has the city has already received a PPEA proposal from another team?

**Response:** No proposals have yet to be received. This is a solicited PPEA Request for Proposals.

AD1-9. **Question:** Will the city provide "Concept H" from Howe/Herlong/Brown?

**Response:** As stated in Section 1.5 and 1.6 of the RFP, in August 2010, Herlong Architects presented “Concept H” to the City Council as an optional approach and the City Council stated they would consider proposals including “Concept H.” The City does not own concept H and therefore will not be providing that information.

AD1-10. **Question:** Where will the city post Addenda on their website?

**Response:** Addenda will be posted under the RFP on the City’s Procurement web page. All questions will be collected through the pre-proposal conference and posted immediately thereafter.

AD1-11. **Question:** Section 1.11 states the possibility of a stipend for the “Detailed” phase. Could you elaborate on the range of this stipend so we can gauge the ultimate risk involved?

**Response:** The stipend will be no more than \$30k and that is to be determined. It depends on several factors such as the level of detail provided by the finalists and the type of detail that will provide the best answers to the prevailing questions. The selected proposer would receive the contract as the reward not a stipend for the detailed phase.

AD1-12. **Question:** I’m just emailing you to see if there is a list published for the attendees at yesterday’s pre-bid meeting on the Courthouse and Court facilities PPEA design and construction RFP. If so where can we find it??

**Response:** The list of attendees is being compiled as is the minutes of the conference, and they will be included in Addendum No. 1. All will be posted on the City’s website beneath the Courthouse RFP on the Procurement page.

AD1-13. **Question:** Regarding Section 9 of the RFP, is it mandatory for the Design/Build firms to have worked together before or is that a preference?

**Response:** Section 8 lists the “Mandatory Criteria” (minimum qualifications) that you must meet to be considered. Section 9 lists the evaluation factors that are preferred but they are not mandatory.

AD1-14. **Question:** Is the GMP required at Phase I or II?

**Response:** A “Cost Proposal” is requested under 14.2.1.H with a breakdown as part of the Concept Proposal (Phase I). This Cost Proposal will be re-validated or modified, as needed, at the Detailed Proposal stage (Phase II). As indicated in 1.12, the Comprehensive Agreement draft will require a “Contract Cost Limit” (CCL) for all project costs at contract signing. At 65% design, a “Guaranteed Maximum Price” (GMP) will be provided for the revised costs, which must be less than or equal to the CCL.

**ATTACHMENTS TO ADDENDUM:**

1. Minutes of Pre-Proposal Meeting on December 15, 2010; List of Attendees

**MEETING:**               **PRE-PROPOSAL MEETING**  
COURTHOUSE AND COURT FACILITIES PPEA DESIGN AND  
CONSTRUCTION, CONCEPTUAL PHASE  
CITY OF FREDERICKSBURG, VIRGINIA

**MEETING DATE:**   **Wednesday, December 15, 2010**   **TIME: 1:00 PM**

**MEETING PLACE:**   **City Council Chambers, City Hall, Fredericksburg, VA**

**MINUTES ISSUED:**   **With Addendum #1**

**ATTENDEES:**         **See Attachment**

1. **Introduction** - Mr. Antozzi welcomed the attendees and introduced the Project Team members:
  - Mr. Beverly Cameron, City Manager, City of Fredericksburg
  - Mr. Robert K. Antozzi, Ed.D., CPRP, Director of Parks Recreation and Public Facilities, City of Fredericksburg
  - Mr. Warren L. Walker, AIA, CCM, LEED AP, ARCADIS U.S. (City's consultant)
  
2. **Objectives & Milestones** – Mr. Antozzi reviewed the following objectives and milestones of the project and asked all to see the RFP for detailed information:
  - New Courthouse and expand existing Court Facilities using PPEA (New Circuit Court (2 courtrooms), District Court, Juvenile & Domestic Relations Court, secure parking, sally port, and Sheriff's space).
  - City Council stated it would consider proposals that provide conceptual phase design and guaranteed maximum pricing for: (1) Glavé and Holmes "Scheme 2"; (2) Glavé and Holmes "Scheme 5"; (3) Howe/Herlong/Brown "Concept H"; and (4) any variation on the aforementioned planning options that provides court facilities downtown along Princess Anne or Caroline Streets, or in close proximity thereof.
  - Minimum Criteria (see RFP section 1.7)
  - Phasing during construction to maintain continual operation of the existing City of Fredericksburg Courthouse properties
  - Milestones – (see 1.13) These dates are preliminary and are subject to change:
    - Issue Request for Proposals (RFP) – November 29, 2010
    - Pre-Proposal Meeting – December 15, 2010, 1:00 PM EST
    - Last Day for Questions on RFP – February 14, 2011 4:00 PM EST
    - Submit Letter of Intent to Propose – February 21, 2011, 4:00PM EST.  
Proposers must declare whether or not they plan to present to City Council and public.
    - Proposals Due – March 1, 2011, 4:00 PM EST
    - Presentations to City Council and Public - Date (s) To Be Determined
    - City Council Approves Short List of Successful Proposals – March 22, 2011
    - Issue Request for Detailed Proposals – March 25, 2011
    - Sign Comprehensive Agreement with Successful Proposer – July 2011

3. **Roles & Responsibilities:** Mr. Antozzi reviewed the roles and responsibilities of the project team members, as follows.
  - City of Fredericksburg, City Manager:
    - Issuer of RFP
    - Receives PPEA Concept Proposals
  - City of Fredericksburg, Director of Parks Recreation and Facilities:
    - Bob Antozzi = Main Point of Contact
    - Arranges any visits
    - Receives questions from proposers
  - Program Management Owner's Consultant, ARCADIS:
    - Provides guidance on PPEA process
    - Receives questions from proposers
4. **Communications:** Mr. Walker reviewed the communications requirements of the RFP which includes the following:
  - Questions and interpretations pertaining to the RFP deadline is February 14, 2011, 4:00 PM
  - Emails, FAX questions to (both):
    - Mr. Robert K. Antozzi, Ed.D., CPRP  
Fax: (540) 372-3475  
Email: [rkantozzi@fredericksburgva.gov](mailto:rkantozzi@fredericksburgva.gov)
    - Mr. Warren Walker, AIA, LEED AP, CCM  
Fax: 410-381-0109  
Email: [warren.walker@arcadis-us.com](mailto:warren.walker@arcadis-us.com)
  - There should be no contact with City staff, Court Judges or their staff without the prior approval of Mr. Antozzi.
  - Phone Calls
    - Mr. Robert K. Antozzi, Ed.D., CPRP  
Phone: (540) 372-1086, Ext 209
5. **Access to Information** – Mr. Walker reviewed the RFP's list of information sources:
  - FTP Site: <ftp://ftp.fredericksburgva.gov/>; user name is "Fredcourts" and password is "PPEA2010"
  - Examination of the Site: All requests for access must be addressed to Mr. Antozzi, Email: [rkantozzi@fredericksburgva.gov](mailto:rkantozzi@fredericksburgva.gov) , phone (540) 372-1086, Ext 209.
  - Photos are to be taken from the street and public areas only.
  - Addenda will be posted on the City's Procurement webpage. Each proposer responsible for frequently checking server for new information and addenda.
6. **Submittal of Documents** – Mr. Walker reviewed the RFP's requirements for submittal of proposals, which includes:
  - Proposal Content:
    - Twelve (12) Copies
    - One (1) Electronic Format on CD
    - Section 14 = Proposal Content: Volume 1 = Qualifications & Experience, Project Financing, and "Other Factors." Volume 2 = Project Characteristics, Project Benefits and Compatibility.
    - Attachments to RFP = required forms:

- Qualifications and Experience Form
  - Applicant Information Form
  - Past Projects – Contractor Form
  - Past Projects – Architect/Engineer form
- Package & Labeling
    - Opaque Sealed Envelop or Box
    - Labeled with “Request for Proposals for the Fredericksburg Courthouse and Court Facilities” and Name and Address of Proposer
    - Large Notation “Proposal Enclosed”
  - Current deadline for submittals = March 1, 2011, 4:00 PM
  - Opening will be private
7. **Modification and Withdrawal of Proposal** – Mr. Walker explained that in accordance with the RPF, a proposal may be modified or withdrawn by an appropriate document duly executed in the same manner that a proposal must be executed and shall be delivered to the address listed in Section 2.1 (City Manager) above prior to the date and time for the opening of the Proposals.
8. **Presentation to the City of Fredericksburg with Key Staff Present** - Mr. Antozzi stated that there will be an opportunity to present your proposal to the City Council and public. The date(s) will be established once we receive the Letters of Intent to Propose, which according to the RFP are currently due February 21, 2011. The purpose is to enable City staff to set an agenda for presentations to City Council and the public, as listed in Section 1.13. These presentations are not mandatory, but highly encouraged. (RFP 10.4).
9. **Questions** – Mr. Antozzi opened the meeting for questions. The following questions were received and the City’s preliminary response was issued verbally. The City’s final response is written below:
- 9.1. **Question:** Can a proposer ask a “proprietary” question and have the response kept confidential?
- Response:** If we receive a question that the proposer deems “proprietary” in accordance with Virginia’s law, we will keep the response confidential. See the City of Fredericksburg PPEA/PPTA Guidelines, Section III.D “Virginia Freedom of Information Act” for further information.
- 9.2. **Question:** Can you guarantee that the City will build a new courthouse with this PPEA/RFP?
- Response:** No, this is a decision City Council will make once proposals are received, analyzed and reviewed.
- 9.3. **Question:** Are Moseley and Glavé-Holmes precluded from proposing on this PPEA?
- Response:** No.
- 9.4. **Question:** In the RFP’s Introduction/Summary, 1.2, the Project includes design and construction services to build a new Courthouse and expand existing Court Facilities. Does this preclude addressing the issues in Judge Taliaferro’s letter to include adaptive reuse of the existing Circuit Court? And is a submittal that does not include a new courthouse still valid/responsive?

**Response:** The RFP does not preclude but encourages innovation. All proposals will be considered. Adaptive re-use of the existing Circuit Court building, and other City facilities, is addressed in the RFP, section 14.2.2.J.

- 9.5. **Question:** The 2007 report (space planning) did not utilize the Supreme Court guidelines for new courthouses and specifically did not include the use of new technology. Can we submit a proposal that does not meet those space planning elements?

**Response:** The RFP section 1.7.2 says to “comply with the Virginia Courthouse Facilities Guidelines.” The guidelines state, “As the name implies, these are guidelines, not standards. Because the size, caseload and location of the Virginia’s courts vary widely, as do the economic resources of the communities they serve, the guidelines focus on elements required in a court facility...” In order to compare proposals from various private entities on as equal a basis as possible, the RFP in section 14.2.2.E defines the space program matrix to use from the Glavé and Homes study. However, as stated in 14.2.2.J, each Proposer may include other options. Once a private entity is selected and under contract, we may review all current design guidelines and adjust as needed.

- 9.6. **Question:** Who will be reviewing the proposals and selecting a proposer?

**Response:** The project team, which includes Mr. Cameron, Mr. Antozzi, and Mr. Walker, will review the proposals received, and make a recommendation to the City Council who will make the final decision.

- 9.7. **Question:** Does anyone on the project team have courthouse design experience?

**Response:** Although the individual members of the project team do not have courthouse design experience, the purpose of this solicitation is to select an expert team of designers and builders who will guide the City in the design and construction of this project. If a critical courthouse design issue arises, ARCADIS has internal resources with courthouse design experience who can assist the project team.

- 9.8. **Question:** Can the City email the participants with an alert when an Addendum is posted?

**Response:** No, each proposer is responsible for checking the City’s website for all Addenda to the RFP.

## **END OF MINUTES**

The above minutes are the official minutes of record of items discussed and recorded by the author of the minutes and shall be issued for inclusion in Addendum #1. If any participant has a correction (including email addresses or phone numbers) please email Warren Walker, ARCADIS at [warren.walker@arcadis-us.com](mailto:warren.walker@arcadis-us.com).

**Attachment:** List of Attendees

## LIST OF ATTENDEES

**MEETING:** **PRE-PROPOSAL MEETING**  
 COURTHOUSE AND COURT FACILITIES PPEA DESIGN AND CONSTRUCTION,  
 CONCEPTUAL PHASE  
 CITY OF FREDERICKSBURG, VIRGINIA

**MEETING DATE:** **Wednesday, December 15, 2010 TIME: 1:00 PM**

**MEETING PLACE:** **City Council Chambers, City Hall, Fredericksburg, VA**

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