

# Clarification Log

**Date:** 6-6-2024  
**Project Number:** P11020  
**Project Title:** CITY OF SPRINGFIELD – QUAD REDESIGN

#	Date	Question	Response
1	6-4-2024	Can you please clarify and/or list the inclusions of the design standards?	We are asking the Consultant to prepare a design standard that can be used throughout all phases of the Quad design. There isn't a design standard already in place.
2	6-4-2024	Does the City expect the design standards to include MEP systems or is this focused on the user environment. If it is user environment focused, does the user environment include items listed in XII. Lighting Design Criteria.	<p>The Design Standards should focus on the user environment, which should have components listed in 9-13 on page 13-</p> <p><b>IX. Space Planning Guidelines:</b> Detailed space planning guidelines will be developed to optimize spatial layout, circulation flow, and occupancy efficiency. The architect will establish standards for workstation sizing, aisle widths, and collaborative spaces to accommodate the organization's specific workflow and operational requirements.</p> <p><b>X. Material and Finish Selection:</b> Guidelines for material and finish selection will be established to ensure consistency and durability throughout the work area. This may include specifying preferred materials for flooring, wall finishes, furniture, and accessories, taking into account factors such as aesthetics, maintenance requirements, and sustainability.</p> <p><b>XI. Furniture and Fixture Specifications:</b> Standards for furniture and fixture specifications will be developed to guide the selection of ergonomic, functional, and aesthetically pleasing</p> <p style="text-align: right;">13</p> <hr/> <p>furnishings. The architect will identify preferred vendors, product lines, and design features that align with the organization's design objectives and budget constraints.</p> <p><b>XII. Lighting Design Criteria:</b> Criteria for lighting design will be established to create a well-lit, visually comfortable, and energy-efficient work environment. The architect will specify lighting fixtures, control systems, and placement strategies to enhance task performance, minimize glare, and promote occupant well-being.</p> <p><b>XIII. Sustainability and Wellness Initiatives:</b> The architect will incorporate sustainability and wellness initiatives into the design standards, emphasizing eco-friendly materials, daylighting strategies, indoor air quality measures, and biophilic design principles to promote occupant health and environmental stewardship, but will only be utilized depending on funding from the City.</p>
3	6-4-2024	In Part III, Item 5 (Approach), it states our response is to show how our team ensures staying within the City's budget and schedule. Have either of these been identified to help us to develop a work plan?	The City is looking for the Design firm to provide hourly rates, a schedule based on their capacity as a firm. The budget will be negotiated once the Firm has been selected.
4	6-4-2024	Regarding a schedule for design, how specific would you like our response/work plan to be at this point? Do you want us to identify a set dates or range of duration for phases?	We would like the firm to identify a set range for each phase.
5	6-4-2024	There are three distinct quads/areas of work in this project. Does the City want our work plan to cover design/planning to include all three areas at the same time, with design for all areas complete prior to starting construction in any area?	The City would like a work plan to cover design/planning for all three areas at the same time, however, construction would happen in phases.
6	6-4-2024	It was mentioned that replacement of mechanical systems is not anticipated at this point. Does the City know if any assessment and/or repair of mechanical equipment is needed for this project?	Any repairs to the mechanical equipment that come up will be addressed and that time and assessed by our Facilities and Operations Department to determine direction.

8	6-4-2024	Attachment 1 does not specifically list cost estimating as part of the scope of work. Do you want our proposal to include cost estimating?	Cost estimates are not required for this RFP, however we are asking for your hourly rates and the Individual's who would work on the project.
9	6-4-2024	Do we need to include qualifications and resumes for any engineers and other consultants we believe may be needed to meet the scope of work listed in Attachment 1?	Yes, please include qualifications and resumes of any engineers and consultants who would be working on the project.
10	6-4-2024	The RFP asks for a fee proposal, with the example given to list types of positions and estimated hours. Are you looking just for an estimate on hours, or do you want a cost associated with each person also? Given there are a lot of unknowns for the project on schedule and budget, do you want a fee proposal that covers the entirety of the project (through construction administration), or could we propose a two-stage approach to work and fees? Stage 1 would be programming/concept design/schematic design to establish the designed scope of improvements and a schedule. Stage 2 would be for preparation of construction documents and construction administration, based on the approved scope from Stage 1.	The fee proposal refers to the firms' employees who will be assigned to this project. We are looking for an estimate of hours and a cost per hour, per person.  You can submit a proposal that covers the entirety of the project (through construction admin) and/or a two-stage approach, we leave this up to the firm to decide.
11	6-4-2024	The RFP sample fee proposal does not mention consultant costs. Do you want the same format given for consultants or just a lump sum estimate for the consultants?	Please provide a fee proposal in a lump sum format for consultants.
12	6-5-2024	Has the City performed a facilities assessments they can share with us? (Should project teams include that in fee?)	P We would like the consultant to assess space and address specific changed needed to fit the new space layout, but assessment of the whole facility is not needed.
13	6-5-2024	How will ongoing City Hall operations be managed and what are the expectations for minimizing disruption to City Hall activities?	City Hall operations will be managed on a case-by-case basis, minimizing disruption to Quads as little as possible, however arrangements will be made to accommodate construction.
14	6-5-2024	Would any participants in the design process be excluded from bidding on construction. As an example, if we use a General Contractor for cost estimating during design, would they be excluded from pursuing the project?	Participants (Contractors) providing "estimates" on a proposal can still submit an official bid for the construction phase.
15	6-5-2024	Time Planning/Coordination: Regarding phasing, is the assumption that design teams would perform design and consultant/systems coordination as one	Yes, the design teams would perform the design and consultant/systems coordination as

		phase and then phase the construction efforts for each quad?	phase 1 for each phase and then construction would be phase 2.
16	6-5-2024	Design/Redesign of Spacing/Cubicle Layout: Has a programming phase and/or user engagement phase been considered to understand the required number of workstations, types and sizes of collaboration and key staff desires? Will we have access to user group representatives?	The City has not had a programming phase or user engagement phase done previously. Once the firm is selected, they would work with chosen City staff to collaborate key initiatives.
17	6-5-2024	Development of Design Standards: How will the city be involved in developing and approving the created design standards?	The City will rely on the Consultant to help develop and or enhance our Design Standards. The Consultant design standard proposals will be reviewed collaboratively with the City Hall Steering Committee
18	6-5-2024	Space Planning Guidelines: What operational policies do city staff follow? I.E. are hybrid schedules per person, per department, coordinated, etc? Furniture and Fixture Specifications: Is there a preferred vendor list or procurement process design teams are to follow for furnishings? (Can we use the state pricing contract for this project?)	Each employee within each department has individualized agreements with staff to work hybrid and in-person.  Each department is setup to differently and it will the task of the Project Manager to work with the consultant to provide this information; it is the Cities intention to have permanent stations for permanent hybrid employees set up.  Schedules are not necessarily coordinated today, but maybe a recommended outcome to improve space efficiency
19	6-6-2024	Sustainability & Wellness Initiatives: Are there any city-specific sustainability and wellness goals and initiatives we can also align with?	The City doesn't currently have internal "Sustainability & Wellness Initiatives" goals, but as part of the design process it is our goal to establish some.
20	6-6-2024	Schedule. Is any more information available regarding the schedule for the project? If any milestone dates to accomplish certain things are available, it would help us develop our Project Approach and Fee Proposal	There are no set milestones as of yet. The only date we're request is when you can start design and how long the design is estimated to take.
21	6-6-2024	Fees. The RFP asks that we provide a detailed breakdown of our proposed fees,	Please refer to question/answer #10. We are interested in all-new

		but there isn't much specific information available to base a fee proposal on. For example, is it the City's intention to re-use all of the existing systems furniture (workstation partitions, etc.), or is the intention to provide all-new systems furniture and plan the layout of the quads accordingly?	furniture and want a new layout and design that incorporates new and sustainable (modern) ideas.
22	6-6-2024	Fee scoring. The RFP asks the proposers to provide fees, but it isn't clear if or how the fees will be scored. The fee proposal request is under Section 5 Approach, so is the fee scored somehow as part of the 20 points possible for the Approach?	The City is not asking for the fee proposal to design the entire project, we are asking for a fee proposal which includes how much you charge for each employee, title and working on the project. The Approach will score
23	6-6-2024	Funding. Is there any more information available regarding the funding that is secured to pay for this project? With no funding indicated, it is difficult for us to develop a design services fee for an undetermined amount of work.	Funding is available for the design development and phasing plan. As the design process proceeds and construction estimates are phased the City budget will be revisited to allocate construction dollars