

## **Ozaukee Nonprofit Center – Connectivity & Workspace Expansion Initiative**

### **Architectural & Engineering (A/E) Services RFP**

#### **ADDENDUM #1**

**Date:** May 2, 2025

This Addendum serves to formally answer submitted questions related to the A/E Services Request for Proposal for the Ozaukee Nonprofit Center Connectivity and Workspace Expansion Initiative, funded by the State of Wisconsin Flexible Facilities Program (FFP)

#### **Response to Questions:**

- 1)** Are full engineering drawings (mechanical, electrical, plumbing – M/E/P) required, or just architectural design drawings?
  - a. Answer: The RFP primarily seeks full architectural design drawings, including floor plans, elevations, ADA compliance, and space planning. However, limited engineering coordination (M/E/P) may be required to support project elements such as restroom upgrades, HVAC replacement, or electrical adjustments. Full M/E/P plans are not expected unless they are necessary to complete the architectural design. If subcontracted engineering services are needed, that should be noted in the proposal.
- 2)** With the budget for Architectural and Engineering Services already identified as \$70,000 in the RFP, is it still necessary to outline a budget in the proposal?
  - a. Answer: Yes. A detailed cost estimate and fee schedule are still required to evaluate cost reasonableness and compare proposals. The \$70,000 is the maximum available, not a target. If the work can be completed for less, remaining funds may be reallocated to other parts of the project.
- 3)** What is the estimated project budget?
  - a. Answer: The total project budget is approximately \$748,500. Of this, \$505,000 is allocated specifically for construction-related expenses, and \$70,000 is allocated for Architectural and Engineering (A/E) services.
- 4)** Is full engineering required, or would limited "design assist" engineering be acceptable?
  - a. Answer: Full engineering drawings are not required unless needed. Limited engineering coordination (such as for mechanical or electrical work) is acceptable if outlined clearly in the proposal.

- 5) Is this project strictly a renovation?**
- a. Answer: Yes, the project is primarily a renovation. It also includes the creation of a new outdoor eco-wellness patio space and a potential redesign of the front entrance to improve accessibility and visibility.
- 6) Will ONC provide a site or building survey?**
- a. Answer: A full boundary or site survey will not be provided. Firms should plan to verify site and building conditions during the design phase as part of their awarded work.
- 7) Is the HVAC replacement limited to just one area of the building?**
- a. Answer: No — the HVAC replacement will serve the entire facility, not just one specific room or space.
- 8) Where will the outdoor eco-wellness garden be located, and how large will it be?**
- a. Answer: The outdoor garden will be located off the event space side of the building. Exact measurements have not been finalized; the design team will help determine the best size and layout.
- 9) Are there existing drawings available?**
- a. Answer: Partial building drawings are available in PDF format. These will be shared after a contract is awarded and signed. Full “as-built” drawings are not available.
- 10) Should proposals include interior design services?**
- a. Answer: Yes, proposals should include interior design services such as space planning, furniture layouts, and material/finish selections.
- 11) Does the total project budget include design fees?**
- a. Answer: Yes. A maximum of \$70,000 is allocated for all Architectural and Engineering (A/E) Services, and this amount should cover all design-related fees. Construction funds are budgeted separately to maximize dollars available for physical improvements.
- 12) Who should proposals and cover letters be addressed to?**
- a. Answer: Please address all cover letters to:  
Carissa Barnes, CEO, Ozaukee Nonprofit Center.
- 13) Are HVAC adjustments limited to renovated areas, or do they cover the full building?**
- a. Answer: HVAC replacement will cover the full facility. The project includes replacing 12 outdated rooftop HVAC (RTU) units that currently serve the building. Replacement is not limited to renovated areas only.

- 14)** Does the 4,500 square feet refer to the total building size or just the renovation area?
- Answer: The 4,500 square feet is an estimate of the primary area impacted by renovations. However, improvements such as HVAC replacement, technology upgrades, and other infrastructure updates are intended to serve the full building.
- 15)** What does the “critical infrastructure updates, including HVAC Replacement” involve?
- Answer: The project includes replacing 12 outdated rooftop HVAC units (RTUs) that service the facility. No significant changes to size or capacity are expected, but the awarded firm should confirm final needs during the redesign process.
- 16)** If we include a cost estimator on our A/E team to assist with the 60% cost estimate, will that estimator's company be eligible to bid on construction services later?
- Answer: No. Any party involved in the A/E design phase — including cost estimators helping prepare the 60% construction estimate — would not be eligible to later bid on construction services. This ensures compliance with federal conflict-of-interest requirements under the FFP grant.
- 17)** Will partial building drawings provided by ONC include MEP (Mechanical, Electrical, Plumbing) plans?
- Answer: No. ONC has partial PDF building layouts that will be provided after contract execution. These documents are not fully up-to-date and do not include complete MEP plans. Field verification will be required during the design process.
- 18)** Is the A/E firm expected to provide furniture layout planning and product recommendations?
- Answer: Yes. The A/E firm is expected to assist with space planning and suggest product selections appropriate for conference rooms, flexible workspaces, and healthcare rooms. Recommendations may include soundproofing panels, seating, and tables. Procurement and purchasing of furnishings will occur separately after the design phase.
- 19)** Will the selected A/E firm be expected to oversee contractor compliance with code requirements and construction practices?
- Answer: Yes. The A/E firm will be expected to monitor and ensure compliance with relevant codes and standards among vendors during the design phase.
- 20)** Will the new outdoor patio space need to be multi-use (e.g., still used occasionally for parking)?
- Answer: No. The outdoor eco-wellness patio will be a dedicated space and is not intended to serve as overflow parking or multi-use.
- 21)** Should HVAC upgrades be included in the current A/E work plan, or deferred to a future phase?
- Answer: Yes, HVAC upgrades should be included in the current A/E work plan. The goal is to complete HVAC replacement as part of this grant-funded project.
- 22)** Are specific materials required for the outdoor patio space?
- Answer: The ONC board is open to design recommendations for materials. While low-maintenance options like concrete are encouraged, other solutions may also be considered.

**23)** Should the patio be level with the event space exits?

- a. Answer: Yes. The patio space should be flush and level with the exit doors being added to the event space. A stepped or raised transition will not be acceptable.

**24)** Will the kitchen need to be a fully outfitted commercial production kitchen?

- a. Not necessarily. The space is intended for serving functions, but it will be built to commercial standards in case a future user requires full certification.

**25)** If cabinets in the kitchen are removed, will the flooring need to be replaced?

- a. Yes. If base cabinets are removed, the flooring will need to be extended or replaced accordingly to ensure a finished and functional surface.

**26)** Will the A/E firm need to plan for electrical rough-ins for a key fob system?

- a. Yes. The A/E should include rough-ins for future electronic access systems (key fobs) at external doors. However, installation of the system itself will not be part of the construction scope.

**27)** Will existing floor plans be provided? Are they in CAD format?

- a. Floor plans from the last construction phase will be made available in PDF format, and some CAD files are available. While not fully 'as-built,' they are close to current conditions.