



ADDENDUM II

To: All companies interested in submitting a proposal
Project: Project Management Services – Flood Recovery #0509-323, Issued on June 4, 2009
From: Judy Lehman, CPPB – Manager, Purchasing Services Division
Subject: Addendum No. 2 (2 pages)
Date: June 23, 2009

The following questions in regard to the above Request for Proposal were submitted by prospective Proposers – answers are in red:

- 1 **QUESTION:** The Financial and Non-Financial Proposal Section VI, item 6.0 requests several items but *does not* request the number of weeks which each team individual is anticipated to be involved. Are we to approach this fee structuring under the assumption that every candidate team member would be involved permanently for the duration of the presumed 1 year contract?
RESPONSE: Yes permanently, but not necessarily 40 hours
- 2 **QUESTION:** Is there the potential to revisit the magnitude of the fee at such time that our team, in tandem with the owner, has established a deeper understanding of the extent of the work and by association the magnitude of the not-to-exceed fee?
RESPONSE: Yes, the city is prepared to that, if necessary.
- 3 **QUESTION:** What is the status of damage assessment? Is more assessment needed for design?
RESPONSE: Damage assessments are substantially complete. No, there shouldn't be more assessment needed, however, there may be small pieces that were overlooked.
- 4 **QUESTION:** How many projects or facilities are planned during the first year of the contract?
RESPONSE: Approximately 10-15
- 5 **QUESTION:** Has the City engaged Architects to develop plans and specification for demolition and construction of the buildings included in this RFP's scope of work?
RESPONSE: Architects have been engaged in the plans and specs and minor interior demolition work necessary for the rebuilding.
- 6 **QUESTION:** Does the City anticipate the Consultant's Project Manager will sit in City Offices for a full forty hour week for the duration of the contract (one year)?
RESPONSE: Office space will be provided however the awarded Contractor and staff will be in the field a good part of the time, including the project manager.

- 7 **QUESTION:** The Consultant's Project Manager will require support staff where necessary whether it be in providing continued development of a disaster recovery strategy or advice on construction estimating and / or design review. Is it necessary to identify individual staff and associated rates or, will a staffing level fee schedule with anticipated number of hours be acceptable?
RESPONSE: Do not need to specify individual support staff– specify the positions but not names. However, credentials of all key employees shall be submitted.
- 8 **QUESTION:** What other types of firms will the Consultant's Project Manager be interacting with? Or will communication be directed through one focal point of contact for the City?
RESPONSE: Engineers, Architects, Contractors, City of Cedar Rapids management staff
- 9 **QUESTION:** The SOW does not specify any "Green" technology approaches/certifications for the PM—are LEED certifications or other "Green" industries a consideration in this work effort/RFP?
RESPONSE: Not required but desirable
- 10 **QUESTION:** Given the heavy emphasis on specific levels of FEMA, Disaster Recovery and other experience referenced in the RFP --is it permissible for an Iowa company to partner with another firm to fill in gaps in experience for this proposal?
RESPONSE: It is permissible
- 11 **QUESTION:** Does the evaluation process assign additional points for Iowa Targeted Small businesses, SBA 8(a) businesses, HUB Zone Businesses, etc?
RESPONSE: Encouraged but not required
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All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment B). The deadline for sealed proposals is **Friday, June 26, 2009, at 1:00 pm CDT** at the Office of the City Clerk.