

**Washtenaw County RFP #6503
Chelsea Center for the Arts**

BIDS DUE: No later than 3:00pm, Monday, November 9, 2009.

Frequently Asked Questions

Will Washtenaw County be adding funds to the grant amount? Do you know what the total funds available are for funding this study?

Washtenaw County has a CLG Grant of Federal pass-through dollar with a 60/40 match requirement. The amount of the grant is \$22,000. The County's match is provided as in-kind. No additional dollars are allocated for this project.

What's up with this tight timeline? Do you realize the amount of work you are asking to be done?

It is critical for the consultant to understand the need for the project to be complete by December 31, 2009. Earlier project planning had provided for a more realistic performance schedule, as referenced in Attachment A of the grant agreement (included in the RFP). However, due to the pending elimination of the Office of Strategic Planning on December 31, 2009, we are forced to attempt completion of this grant. We understand that this is a lot to ask from a consultant, and believe that the current market can sustain this type of project and its truncated timeline. The tight schedule will require timely performance by the consultant AND the County. We are committed to holding up our end of the contract to see this project to completion by December 31.

How will the consultant be selected? What is the selection criteria?

See Pages 10 and 11 of the RFP for Proposal Selection and Evaluation criteria. It is the priority of the County and Federal regulators to obtain the best value for this project. All bidders will be evaluated by both points and price.

What is 36 CFR 61? Am I qualified?

These qualifications are listed on the last page of the RFP. The successful bidder will state clearly and concisely how they meet the standards for 36 CFR 61:

HISTORIC ARCHITECTURE

The minimum professional qualifications are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning or a closely related field; or
2. At least one year of full time professional experience on preservation projects. Such graduate study or experience shall include detailed investigation of historic structures, preparation of historic structures, research reports, and preparation of plans and specifications for preservation projects.

A list of many qualified architects is kept by the State Historic Preservation Office (www.michigan.gov/shpo), although others not on that list may also qualify. You can find out more about this set of qualifications by going to the National Park Service website (<http://www.nps.gov>).

Are you specifically REQUIRING that we use OUTSIDE consultants for masonry, historic roofing, etc. Or, are you simply stating that that such expertise needs to be shown by the team, whether by outside experts, or by one or more architectural team members who may also specialize in one of those disciplines? Please clarify.

The consultant must demonstrate their ability to utilize in-house expertise or contract out for necessary experts. State as clearly and concisely as possible that these qualifications or levels of expertise are met by one or more members of your team or sub-contractors.

Is the existing pre-school a facility that is regulated by the Department of Social Services or some other State or County agency? Is it expected that the preschool will remain in the building?

The preschool has State of Michigan Family Independence Agency, Office of Children and Adult Licensing. There are no long-term plans for either keeping the preschool in the facility or removing it. CCA renews its lease with the preschool annually in May.

Do original and/or recent drawings of the St. Mary's school exist and will they be available? Are there any existing drawings of the building available? If not, are expected to produce measured drawings?

As-built drawings of the building were done on a *pro bono* basis by a local architect. We do not have access to the drawings, and do not expect them to be released until after the RMP is completed. They will be made available for CCA's use in conjunction with the completed Rehab Master Plan.

According to Page 7 of the RFP, *Section x. Conceptual Space Rehabilitations*, "the Architect will test the fit of the Space Program within the existing facility in order to evaluate functional, programmatic, economic and architectural impact. Conceptual sketch drawings will be prepared to illustrate the suitability of rehabilitating the building along with potential building additions and/or rehabilitation of existing attached structures." Furthermore, Page 9 of the RFP, *VII. Part 3. Treatment and Use*, states that "emphasis is on preserving extant historic material and resolving conflicts that might result from a structure's reuse and treatment. Design work will typically not go beyond schematics." Further discussion in the RFP (Page 9) in the Ultimate Treatment and Use narrative states that "measured drawings of relevant building specifications used to determine project needs and costs should be included in the appendix."

Is there a site survey?

We are not aware of an existing site survey.

Is it the intent to make the entire building ADA accessible?

ADA accessibility is a long-term goal. It would enhance the RMP to include projections on estimated costs and steps to take for ADA accessibility. Page 6 of the RFP, *viii. Code Analysis*, states that "The Architect will analyze the school and its support spaces relative to Life Safety and ADA issues."

Does the County and/or CCA have an expressed interest in energy efficiency recommendations as part of the RMP?

We are unaware at this time of the CCA's position on this matter. Having said that, we can imagine that as a non-profit operating on a tight budget, energy efficiency recommendations would be welcomed as a cost-cutting measure as part of the overall RMP recommendations.

Hazardous materials are mentioned as part of the Requirements for Treatment in the final document specifications (Page 9, Section VII, Part 3b). What are we being asked to do with regard to hazardous materials?

We are not asking for a formal Environmental Assessment. If hazardous materials are known to be present on site, a discussion of their abatement and applicable laws should be included in the RMP.

Is Washtenaw County or the Center for the Arts had assistance in submitting the National Register information? If you did, who assisted you?

We have utilized internal resources for the NR nomination, as our office includes staff members qualified for the task.

Please clarify the historic research portion of the RFP. If the County is handling the national register nomination, what ADDITIONAL research are you looking for from the consultant?

To eliminate redundant research effort, the County will share with the selected consultant research and documentation completed in-house as part of the National Register nomination. The consultant will be expected to use the basic research already carried out for the NR nomination, and augment it with additional research as necessary for purposes of the RMP, thus making efficient use of our funding and the consultant's time.

Might the Diocese or St. Mary's Parish have an archive with documentation about the school?

Aubrey Thornton Martinson, the Executive Director of CCA, has mentioned that the Diocese has offered access to their records. We are uncertain about their quantity or quality. We will provide the consultant with any contacts or connections we have to expedite research.

It is understood that Aubrey Thornton Martinson, the Executive Director of CCA, will go on family medical leave soon. What is the plan to maintain access to the building and project oversight during her absence?

We have arranged to gain access to the building and maintain communication with CCA through a CCA board member, Rick DeTroyer. Rick has graciously offered to act on behalf of CCA, and has received Aubrey's full endorsement. Contact information and County assistance in facilitating site visits, access to records, etc., will be provided to the selected consultant.