

CITY OF NORTHGLENN

**Request for Proposals
Northglenn City Hall
Materials Testing & Inspection
[RFP No. 2023-013]**

ADDENDUM NO. 1
DATED: May 15, 2023

TO: PROSPECTIVE BIDDERS

The following adds to, supplements, amends or clarifies by way of explanation, portions of the Contract Documents, Specifications, and Drawings for the above named project.

NOTE: It will be the responsibility of the Bidder to acknowledge receipt of Addenda on the Bid Form as part of his/her submitted proposal. Failure to do so may be grounds for the City to reject the proposal.

Attachment 1

Attached to this addendum you will find RFP Question and Response Form (Updated: May 15, 2023) with all questions received by the question submission deadline.

City of Northglenn
Eric Ensey
Senior Planner

ALL ITEMS IN CONFLICT WITH THIS ADDENDUM ARE HEREBY DELETED.

END OF ADDENDUM NO. 1

RFP QUESTION AND RESPONSE FORM

UPDATED: May 15, 2023

ITEM NO.	QUESTION	RESPONSE
Q-001	Can you please provide an AutoCad file of the building so that we lay furniture into the plan and confirm dimensions.	This will be provided to the top-ranked firm.
Q-002	Are there architectural renderings you can provide of the building exterior/interior, so that we can get a sense of the design intention and color pallet for our renderings?	This will be provided to the top ranked firm.
Q-003	What is the basis of design...i.e manufacturer and series name for all items?	Examples and requirents were shared for all itmes. Specific basis of design (manufacturer and series) are intentionally ommited for equity and flexibility to bidders. Provide products that meet the basis of design from manufactures that you carry/respresent
Q-004	The RFP requests that all freight/delivery and install be included in the unit price of the furniture. It also notes that the furniture package may be split and ordered through more than one dealer. There is an economy of scale that is created with an increase in quantity of furniture pieces for freight, delivery and installation. If we bid this as if we may not get all of the furniture, the labor and freight prices will be higher in the bid and does the city a disservice. Would you prefer we bid with the assumption of getting all furniture, knowing there would be a change order to labor and freight if the bid is split up among multiple dealers or bid as if it could be split up by manufacturer?	If you intend to split between manufacturers, please bid accordingly.
Q-005	Is there a dock and freight elevator available?	There is no freight elevator but there is a passenger elevator and 6' door to level 1 and 4'-0" door to level 2. Both level have entries to exterior grade. Carrying up stairs, or hoisting between levels will no be required.
Q-006	Can delivery and installation be performed during normal business hours?	Yes this can likely be accomodated. It is also likely the furnishing will happen before move in to the new building.
Q-007	Can we bring a semi-truck in from the factory and meet the truck on site for off-loading to save on freight/delivery costs?	This is an option that can be considered pending site access at the time of install. Please provide a line item for this breakout if it must be double handled.
Q-008	How are the workstations to be powered? Ceiling in feed or floor/wall base feed?	Wall for private offices, from floor when open work stations are not next to a wall
Q-009	What are the power requirements for the workstations?	This is described in package collateral for each individual piece.
Q-010	Several of the dimensions provided on the workstations are not standard dimensions. Is it acceptable to quote the closest standard dimension to save on the need to get customs once we have confirmed it will fit appropriately in the space?	Short answer is yes. Please get as close to design intent as feasible and reasonable within the parameters defined in the RFP collateral and drawings, if dimension are exceeded from design intent this could pose a problem. The winning team will need to ensure ADA clearances are maintained, working with the owner and architects as required.
Q-011	Undersurface storage is called out as laminate. We typically use metal undersurface storage in workstations as it is a significant cost savings. Would this be acceptable?	Please provide a good, better, best set of options
Q-012	Item D2—The shape of this workstation with the 180 degree worksurface and connector will greatly add to cost. It appears this was done due to the column locations. Is it acceptable to provide a layout that works within the column locations in a more standard layout?	Please provide a good, better, best set of options
Q-013	Panel Fabric. This is called out as Grade 7, which is not a valid grade for panel fabrics. We would recommend it be priced in a Grade B, which would give ample selection options from any manufacturer.	Please provide a good, better, best set of options

Q-014	Workstation Wardrobes—A mirror is not a standard option for most manufacturers. We would recommend an after-market mirror for those end users who would like a mirror. Would you like us to price it in the bid as after-market?	Yes, please provide in cases where mirror is not available as integrated from manufacturer
Q-015	Workstation Wardrobes—Is this intended to be a full wardrobe or a half wardrobe with a file/file pedestal below as shown in the private office typicals? A front view of the wardrobe is not visible on the plan and the specifications do not indicate.	Yes. That is the conceptual intent according to the axon diagrams. However please provide a good, better, best set of options or alternate solutions.
Q-016	Item D2—What is meant by “Gallery Panel”. Assume fabric inside for acoustics. The outer tiles could be metal, laminate, wood, glass (listed in order of cost upgrade). Please provide more information for this specification.	The design intent is for both the inside and outside of the panels to be a wood grain laminate, the panel is thinner dimension and does not house power. Gallery Panels indicates a higher level of finish, to be used when visible to public
Q-017	Monitor Arms are shown in all of the renderings, but not called out in specifications. Should monitor arms be included in the pricing? If so, please provide specification requirements.	Yes, please provide monitor arms that work with proposed work station, specification is not necessary for proposal
Q-018	Several of the dimensions provided on the private offices are not standard dimensions. Is it acceptable to quote the closest standard dimension to save on the need to get customs once we have confirmed it will fit appropriately in the space?	Short answer is yes. Please get as close to design intent as feasible and reasonable within the parameters defined in the RFP collateral and drawings, if dimension are exceeded from design intent this could pose a problem. The winning team will need to ensure ADA clearances are maintained, working with the owner and architects as required.
Q-019	Private Office Wardrobes—A mirror is not a standard option for most manufacturers. We would recommend an after-market mirror for those end users who would like a mirror. Would you like us to price it in the bid as after-market?	Yes, please provide in cases where mirror is not available as integrated from manufacturer
Q-020	Private Office Wardrobes—Is this intended to be a full wardrobe or a half wardrobe with a file/file pedestal below as shown in the private office typicals?	Yes. That is the conceptual intent according to the axon diagrams. However please provide a good, better, best set of options or alternate solutions.
Q-021	Monitor Arms are shown in all of the renderings, but not called out in specifications. Should monitor arms be included in the pricing? If so, please provide specification requirements.	Yes, please provide monitor arms that work with proposed work station, specification is not necessary for proposal
Q-022	Tackboard Fabric. This is called out as Grade 7, which is not a valid grade for tackboard fabrics. We would recommend it be priced in a Grade B, which would give ample selection options from any manufacturer.	Please provide a good, better, best set of options
Q-023	Item X2—Conference Room Credenza. What is the storage requirements for this item? The items shown for the basis of design show different storage configurations on each item.	See photos of conceptual examples of credenzas as part of BOD package. Include storage cabinets, Trash recycle drawers integrated refrigerator. Please provide similar X2 credenze (but 8'-0" length) i.l.o. X13 in the Executive Session Room on Level 1.
Q-024	Item X3 and X12—Lockers. What type of locking mechanism should be provided?	Please provide as part of a good, better, best set of Options. (for example keyed lock, number key pads and smart lock)
Q-025	Item X6 Plan Storage. Laminate wardrobes do not come in a 48"W unit. They come in 30" or 36"W. We can do metal in 42"W. Please advise.	Provide what is reasonable and available as close to design parameters as possible. If 36"W is only available provide (4) units instead of the (3) unit indicated on the plan
Q-026	Item T9 15' Conference Table. 15' is not a standard size for most manufacturers. Would you like us to quote a recommendation based on the room size from standard product?	Short answer is yes. Design intent would be to accommodate 16 people around this conference table. Please get as close to design intent as feasible and reasonable within the parameters defined in the RFP collateral and drawings, if dimension are exceeded from design intent this could pose a problem. The winning team will need to ensure ADA clearances are maintained, working with the owner and architects as required.
Q-027	Item T16 11' Conference Table. 11' is not a standard size for most manufacturers. Would you like us to quote a recommendation based on the room size from standard product?	Short answer is yes. Design intent would be to accommodate 12 people around this conference table. Please get as close to design intent as feasible and reasonable within the parameters defined in the RFP collateral and drawings, if dimension are exceeded from design intent this could pose a problem. The winning team will need to ensure ADA clearances are maintained, working with the owner and architects as required.
Q-028	Task Seating—Chrome bases called out, which is a substantial upgrade. Should we do this as an add alternate?	Please provide a good, better, best set of options
Q-029	Item T18 Worktable-- Chrome bases called out, which is a substantial upgrade. Should we do this as an add alternate?	Please provide a good, better, best set of options

Q-030	Item T9 15' Conference Table/Item T1 48" Round Table/Item T19 Meeting Room Table/Item T16 11' Conference Table/Item T14 Team Room Table. Please provide specific needs for "Integrated power/data/AV" connection. I.e. how many duplexes, data blanks, USB, HDMI, VGA, etc.	All conference tables referenced are served from floor boxes with power / data /AV connections. Quantity of connections is left open to bidders best judgement and availability. Depending on size of table this can range from 1 box in small conference table to multiple boxes or a continous recessed bar for larger tables
Q-031	Item D4 in the City manager's office can you clarify the product dimensions? "102" X 159" ADJUSTABLE HEIGHT WORKSURFACE 30" DEEP" Is the base 159" wide and the height adjustable surface 102" x 30". Should this office be veneer or laminate?	The based should in fact be be 120" length and adjustable work surface should be 102" x 30" as indicated for the work surface. Finishes should match other office workstations (i.e. D1)
Q-032	Item D2- workstation Should these workstations have power? If so, can the rear wall of the workstation be a fabric panel wall instead of a gallery panel to allow for the addition of electrical since electric can't run through a gallery panel. Does the angle need to reflect a certain degree bend?	Yes it is anticipated power in panels is required. When there is a There is one instance of D2 workstation (at the 'Special Events Coordinator' space) where all panels are visible to public way and thus gallery panels should be used. In this instance a floor box is provided so power to panel could feasibilty be omitted. A 30 degree bend is shown in basis of design diagram, however there is flexibilty on this angle.

