

# Addenda One

August 7, 2023



Request for Qualifications

Professional Architectural & Engineering Services

Downtown West Renovation

1. **Q: Are repairs or modifications to the existing parking lot in the scope of work?**
2. **Q: The RFQ lists inclusion of civil and landscape services. What is the general extent of the anticipated site and parking lot improvements?**
3. **Q: Please list the extent of exterior work.**
4. **Q: Other than replacing the HVAC system, do you anticipate exterior upgrades to the building for either improved energy performance or aesthetics?**

A1-4: The existing building, building exterior, site, and parking lot Scope of Work is to be determined by the chosen Design Team to meet code requirements, address any existing maintenance/safety issues, meet the functional requirements of the Project Design, and can address aesthetics if respectful of the Project Budget. Currently there are no specific energy or sustainability goals for this Project other than meeting code requirements.

5. **Q: Will existing medical equipment be reused? If so, who is responsible for inventory?**
6. **Q: We understand that we will place FF&E on the drawings, but who will provide the equipment list?**
7. **Q: Will you be bringing any existing furniture or equipment from the current space? If so, will your team be documenting and providing specification for those items?**
8. **Q: Is furniture design, coordination, and procurement to be done by others?**
9. **Q: Is it your intent to have the selected design team perform or procure the services of a medical equipment planner?**

A5-9: HealthWorks desires to select a Design Team that has the experience and expertise to guide Healthworks through programming, design, and construction of a medical clinic. This will include discussions about, planning for, coordination of, and product selections of medical equipment and furniture. Healthworks will acquire/purchase the furniture and equipment without the need for the selected Design Team to prepare bidding documents.

The inventory of the existing items to be transferred to the new facility will be evaluated and documented by the chosen Design Team and additional needs will be determined. Below is a preliminary list of FF&E items that are being considered for re-use in the new facility:

- a. Desktop computers (20)
- b. Copiers (3)
- c. Desktop printer (10)
- d. Vaccine refrigerators (4)
- e. Lab equipment (5)
- f. Small kitchen appliances

- g. TV's (4)
- h. Office cubicles (2)
- i. File cabinets (10)
- j. HealthWorks Acrylic sign
- k. Autoclaves (2)
- l. Water coolers (3)
- m. Benches and cabinets in modular (4)
- n. Car Port (1)
- o. Projection screen

**10. Q: Is there a preferred equipment vendor for each specialty? (dental, medical, etc.)**

A: HealthWorks is open to recommendations from the chosen design team.

**11. Q: Is there an FF&E vendor that HealthWorks has worked with in the past?**

A: Yes, McKesson and Henry Schein.

**12. Q: Is signage and artwork to be done by others?**

A: Signage and artwork will be completed by others.

**13. Q: Is there an expectation to create interconnectivity/access between the two buildings?**

A: It is expected that interconnectivity/access between the two buildings will be required, but that is to be evaluated by the chosen Design Team and presented in their design concepts.

**14. Q: Do existing mechanical, electrical, and low voltage systems drawings exist for the two buildings, beyond what was included in the RFQ? Or, is it the intent of the RFQ to have the awarded AE team survey and document the existing building systems?**

**15. Q: Are there additional design drawings or building information related to the new "West" building?**

A14-15: All existing stamped drawings in the Owner's possession for the Downtown West Building were provided with this RFQ as an attachment (refer to the Healthworks website at <https://www.wyhealthworks.org/request-for-qualifications-.html>). The chosen Design Team will need to survey, document, and evaluate existing building systems as required to complete the Scope of Work. Other available building information, including maintenance records, Phase 1 survey, etc. will be shared with the selected Design Team.

**16. Q: Do you have any floor plan for your existing space/clinic?**

A: HealthWorks will supply our existing floor plans as requested but caution our current workspace not be a foundation for our future space. We are building for our future state not the past. Plans will be posted to the website at <https://www.wyhealthworks.org/request-for-qualifications-.html>.

Please note - these old plans may not completely convey how we are using current space as modifications were made since drawing were printed e.g an exam room is currently our lab etc..

**17. Q: The RFQ states a complete overhaul of the HVAC systems will be required. It appears the existing buildings have packaged rooftop air handing equipment as the source equipment. Please confirm the project criteria is to replace this equipment, as well as the existing distribution ductwork inside the building.**

A: The chosen Design Team will need to evaluate the existing building systems and determine the Project needs. During due diligence it was noted, the existing distribution ductwork is all fiberglass duct and not metal. This fiberglass duct will need to be replaced with metal duct throughout the building. The following is a statement from a mechanical engineer that inspected the building during due diligence:

*The existing mechanical system has reached its usable life. The mechanical system is an old multi-zone system that is extremely inefficient in that it constantly makes both heating and cooling. It then uses "hot" and "cold" decks to distribute the desired temperature to the zone calling for it. This system has not been used in over 40 years. The units are original to the building and are in need of replacement. Not only from the perspective of how they function but also getting parts and keeping them running.*

**18. Q: Other than the overall project goals, is there any additional information related to the programming or space planning of the new clinic spaces?**

A: Yes, there will be additional information as part of the discovery process. HealthWorks is looking for a design that supports comprehensive primary care now and into the future and is looking for a qualified Design Team with the expertise and experience to make recommendations to achieve that goal.

**19. Q: Please confirm there is no overnight stay/24-hour stay anticipated with any of the clinic spaces.**

A: No overnight stay/24-hour stay is currently desired.

**20. Q: Will any spaces require secure badge access?**

A: Yes, security will be incorporated into the building and clinical spaces.

**21. Q: Is there any sort of medical or dental residency program associated with the facility?**

A: No, not at this time.

**22. Q: Is an emergency power generator anticipated to be part of the project?**

A: Yes, emergency power generator is anticipated. Healthworks recently obtained a separate source of funding for this.

**23. Q: For programming services, does HealthWorks plan to coordinate "user-group interview" for each department? If so, how many departments would that include?**

A: It is assumed the chosen Design Team will want to conduct user-group interviews to establish Programming, Departments include:

- 1) Dental
- 2) Behavioral Health

- 3) Medical
- 4) Intake
- 5) Eligibility
- 6) Pharmacy
- 7) Administration

**24. Q: Outside of the dental clinic, are medical gases (oxygen or vacuum) anticipated to be provided for clinical needs?**

A: No, medical gases are not anticipated to be included in this Project at this time.

**25. Q: What level of behavioral health is anticipated? Will secure anti-ligature areas be required?**

A: Healthworks desires to discuss this with the selected Design Team and evaluate options and recommendations based on the Design Team's experience and expertise.

**26. Q: Do you need community space for utilization of community outreach meetings, general meetings, cooking classes, board meetings, etc?**

A: Yes, community space is desired that includes outreach meetings, general meetings, cooking classes, and board meetings.

**27. Q: Do you want a designated "COVID" room, treatment room and lab room?**

A: Yes, Healthworks wishes to incorporate these into the design.

**28. Q: How do you want to see the integration of services?**

A: Healthworks would like to discuss the Design Teams recommendations based on experience and expertise. Preliminary assumptions include a central check in location for all service lines; medical, dental, behavioral health, and dental with separate waiting rooms for each service line. Security is very important and must have public spaces separated from secure spaces.

**29. Q: Will you add optometry services?**

A: Optometry services are not currently provided, however Healthworks would like to consider incorporating this service into the future growth strategy and have it considered in the building design.

**30. Q: Do you currently have a fleet of vehicles?**

A: Yes, Healthworks currently has two (2) mobile medical units, one van, and one company car.

**31. Q: Do you want a drive-thru pharmacy?**

A: Yes, it is desired to have a drive-thru pharmacy, preferably a drive-up window or a reliable tube distribution system or other innovative options.

**32. Q: During the on-site visit, you mentioned having "three pharmacies" within the building. Are these all at different locations or just within the space locations and different functions within the space?**

A: There are three (3) different pharmacy inventories, they are allocated in the one pharmacy space.

**33. Q: The RFP notes that the pharmacy will include compounding. Confirm if the pharmacy will be required to meet USP 797 and USP 800.**

A: Healthworks desires to discuss this with the selected Design Team and evaluate options and recommendations based on the Design Team's experience and expertise.

**34. Q: Are there any specific energy or sustainability goals for the project.**

A: Currently there are no specific energy or sustainability goals for this Project other than meeting code requirements.

**35. Q: If another elevator is desired, is there any opportunity to add an addition to the building?**

A: A second elevator is desired by Healthworks; however, the addition of a second elevator is for the Design Team to evaluate, including its location.

**36. Q: Is the elevator in good working order?**

A: The elevator appears to be in good working order, other than the concern of the speed of the elevator.

**37. Q: Please clarify the objective to occupy the building by the first quarter of 2025. Does this project align with the fiscal year of HealthWorks?**

A: The objective to occupy the building by the first quarter of 2025 seems reasonably obtainable and will be verified by the Project Team. HealthWorks' fiscal year will not affect this Project.

**38. Q: Does HealthWorks have a preferred design duration and construction schedule?**

A: The goal of HealthWorks is to occupy the building in the first quarter of 2025.

**39. Q: How often does the board meet?**

A: The HealthWorks board meets monthly on the third Monday unless that Monday falls on a holiday, then the Board meets that Tuesday.

**40. Q: Is there a specific amount of time that HealthWorks requests for review and approval between project design phases?**

A: Yes, please allow two (2) weeks for Healthworks Board review.

**41. Q: The RFQ states the project budget to be \$7,000,000. Can you please confirm the anticipated construction budget?**

A: The project budget of \$7,000,000 includes all components for occupancy and construction, with the exception of the emergency generator and exam room seating, as separate funding was recently obtained for those items.

**42. Q: Is the project going to be CMGC meaning the general contractor will be procured early in the design phase?**

**43. Q: At what phase does HealthWorks anticipate bringing on a general contractor?**

A42-43: The chosen Design Team will provide recommendations on the type of construction delivery method and the suggested GC procurement timeline should be identified in the proposed Project Schedule.

**44. Q: We understand that the successful team will assist in procuring a General Contractor. Does this include writing the RFP for the Contractor selection?**

A: The RFP for a General Contractor will be co-written with the chosen Design Team and HealthWorks.

**45. Q: Will there be consideration or preference given to Design-Build teams?**

A: This RFQ for Architectural & Engineering Services was not intended to solicit Design-Build Teams, however HealthWorks will consider all forms of delivery methods to help ensure project success. Please discuss delivery method recommendations in Section 6 Project Specific Information. If the HealthWorks selection committee deems, from the information contained in the Responses or from other sources, that the Design-Build delivery method is a viable delivery method for this Project, the Second-Round Evaluation process will be altered to include the additional vetting requirements needed to fairly evaluate a Design Team versus a Design-Build Team. For this first phase of the RFQ, we encourage applicants to focus on why your team is the best team for HealthWorks.

**46. Q: Will the appointed Owner's Representative conduct their own independent cost/budget report to compare to the successful team's report?**

A: Healthworks is currently evaluating this option.

**47. Will HealthWorks be retaining a third-party Owner's Rep for the project? If so, has that firm/individual been selected?**

A: Healthworks is currently evaluating this option.

**48. Q: How often will HealthWorks want the design team on site during construction? Every week, bi-weekly, once a month?**

A: HealthWorks would like weekly Owner/Architect/Contractor meetings.

**49. Q: Can you share how far back we should disclose litigation history?**

A: All litigation history should be disclosed.

**50. Should commission be included in the proposal if it is an offered service?**

A: Commissioning will be discussed with the Design Team and will be considered if recommended by the Design Team and/or required by code or equipment regulations. Please feel free to discuss this in Section 8: Other Information Respondent deems relevant in the evaluation process.