



## ADDENDUM #1

**To:** All Companies Interested in Submitting Qualifications  
**From:** Diane Muench, CPPB, Purchasing Services Manager  
**RFQ:** Architectural Services for Ellis Golf Clubhouse, RFQ #PUR1120-130  
**Subject:** Addendum #1 (3 pages)  
**Date:** November 12, 2020

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Please note the following specification changes/additions/clarifications relative to the above Request for Qualifications.

- 1) **Question:** I see the original clubhouse was 3100 sq ft and wanted to verify that we should base our estimate on the assumption the new clubhouse will also be 3100 sq ft.  
**Question:** Is there a desired building size? **Question:** Is the new clubhouse intended to be modeled after the Jones Park Clubhouse in any way?  
**Answer:** The new clubhouse should meet the needs of our golfers and golf course. Current square footage and design was limiting. The City is flexible on space of new design. We are open to multiple design options, not limited to just Jones design.
- 2) **Question:** Has this course had any master plan done with a new clubhouse as part of the concept?  
**Answer:** The course does not have an adjusted master plan and no recent concepts for clubhouse.
- 3) **Question:** What is the preliminary budget for the new clubhouse?  
**Answer:** No budget has been set. We will be looking for options from our hired design firms for budgeting costs.
- 4) **Question:** The January 2 deliverable deadline is unachievable. Do you have a revised deliverable deadline?  
**Answer:** We are anticipating 3 to 4 months for design. Anticipated schedule should be included in your proposal.
- 5) **Question:** Has any other architect done work for the Parks Department for a replacement facility at Ellis?  
**Answer:** Not within the last 10 years.
- 6) **Question:** Will this project be required to be LEED certified or does it need to follow minimum LEED standards and/or performance criteria?  
**Answer:** LEED is not a requirement for this project. The city likes the concepts of sustainable practices that are found in LEED principles that could be incorporated into the design.
- 7) **Question:** Will Ryan Companies US, Inc. be involved in the cost opinion work during design?  
**Answer:** Ryan Companies US, Inc. is the City's construction manager for this project and will act in an advisory role throughout the project.
- 8) **Question:** Will the entire site be cleared prior to work beginning?  
**Answer:** The current clubhouse will be demolished prior to beginning this project.

- 9) **Question:** Will there be any parking lot work beyond the cart storage area, such as for ADA compliant spaces?  
**Answer:** Yes, it will have to tie in with ADA.
- 10) **Question:** Is the design fee estimate intended to cover just the design, or extend beyond through construction also.  
**Answer:** See RFQ Section 4.0, Scope of Services.
- 11) **Question:** Will the cart storage area be a fenced area, a shed or fully enclosed?  
**Answer:** Fenced area
- 12) **Question:** Are the golf carts gas operated and is there a need for a fueling station on the property?  
**Answer:** Golf carts are gas operated and there are existing fuel stations.
- 13) **Question:** Will storm water management be required for this project?  
**Answer:** Yes, this should be included.
- 14) **Question:** Is this project going to be a prototype facility to be used at other courses in the future?  
**Answer:** Plan here is to do Ellis, if it would work at other sites we would be open to that. At this time, we are solely focused on Ellis.
- 15) **Question:** Is the intent to have an iconic aesthetic design?  
**Answer:** We are open for multiple concepts on design.
- 16) **Question:** Per Sections 6.1 and 6.2, will this be a financial or non-financial submittal?  
**Answer:** Both. Consultant shall provide financial information per Section 6.1 and the required information per Section 6.2.
- 17) **Question:** Will the additional forms in Attachment A be considered as part of the 25-page maximum submittal?  
**Answer:** Yes.
- 18) **Question:** Will the City of Cedar Rapids be making the architectural selection or will the Construction Manager?  
**Answer:** The City will evaluate and score the submittals.
- 19) **Question:** Will a topographic survey and soils report be available once the project is awarded so civil and structural design can meet the schedule?  
**Answer:** Site survey and soil boring will have to be figured into design and construction schedule.
- 20) **Question:** In Section 3.2, contract forms, if we want to use an AIA contract with firm amendment, do we need to submit with the RFQ response?  
**Answer:** Yes.
- 21) **Question:** In Section 3.3.3, are industry standard reimbursables (i.e., printing) allowed?  
**Answer:** Consultant shall include all costs under Section 6.1, Financial Submittal.
- 22) **Question:** Understanding the actual travel time to/from location is not reimbursable, are expenses for airfare, accommodations, etc. reimbursable?  
**Answer:** Consultant shall include all costs under Section 6.1, Financial Submittal.

23) **Question:** Is there an estimated number of meetings predicted? Will these be in person or via Zoom or the like?

**Answer:** See Section 4.0 of the RFQ.

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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 qualifications is Tuesday, November 17, 2020, before 3:00 pm CST via email at [bids.purchasing@cedar-rapids.org](mailto:bids.purchasing@cedar-rapids.org).