



## **INCORPORATED COUNTY OF LOS ALAMOS**

Procurement Division  
101 Camino Entrada, Building 3  
Los Alamos, New Mexico 87544

**February 4, 2024**

### **TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:**

#### **REQUEST FOR PROPOSALS No. 24-51 Architectural Services for Fire Station Design ADDENDUM NO. 1**

This Addendum No. 1 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

This Addendum serves to provide potential Proposers/Offerors with the following: a link to the recording of the non-mandatory pre-proposal conference, clarification of information requested regarding a project schedule and timeline to be included in the Proposer's response, clarification of how to provide pricing for certain elements of the Services, and questions received from potential Proposer's and the County's response.

1. This Addendum 1, the RFP, and the Recording of the non-mandatory Pre-Proposal Conference held on January 30, 2024, at:  
<https://losalamosnm.egnyte.com/fl/0mn18NDVK6>.
2. The RFP and any Addendums are also available at:  
<https://www.losalamosnm.us/Doing-Business/Procurement/Open-Solicitations>
3. Proposer shall include in their Proposal a project schedule and timeline, using Microsoft Project, Gantt Chart, or similar format, showing key milestones, using date of execution of the Agreement as the start date. The proposed high-level project schedule should show the duration of each design phase, including survey and geotechnical analysis, significant milestones and deliverables dates. Include a minimum of 2 weeks for County review and comments on deliverables.
4. Pricing. In addition to proposing a total price for the Services, Proposer is asked to propose individual prices for services described in Scope of Services, Item 11. "Engineering and Other Professional Services; Use of Subconsultants." The County anticipates that Geotechnical testing and engineering will be requested solely for the selected site.



5. **Question:** In the second paragraph under the heading 'Need Statement' on page 3; 'The County seeks to replace an existing fire station, Fire Station 4 (FS4)'. However, Sara stated this morning that it was important that the architects 'need to participate with public' in the selection for the new Fire Station location. So my question is, will there be a 'site selection process' or has the decision been made to build the first fire station in the location of FS #4? (While keeping FS#4 operable while the new Fire Station is being built.

**Answer:** There will be a site selection process. Refer to Scope of Services, paragraph Three (3) potential sites have been identified.

6. **Question:** Fire Chief Troy Hughes stated in the preproposal that there has been substantial time spent on getting the LANL Fire Station (that is presently being built) getting the floor plan worked out just the way they want it and would like to stick as close as possible to duplicating that layout. Has that firm provided permission to have their plan 'copied'? If not, there could be an 'intellectual property' claim from that firm. However, if their contract with LANL provided for 'reuse' of this plan and the design is owned by LANL and they grant permission to the County, there shouldn't be a problem. And if that is the case that the newly selected firm can utilize this plan, it would greatly reduce our fees in that, we would not have to go through 'programming and Schematic Design phases and only adapt the plan to the new site conditions.

**Answer:** There should be no assumption that the LANL Fire Station plan can be "copied." Familiarity and continuity of operational similarities shall be achieved by the required programming and schematic design phases. Generally, design shall include operational space for ten personnel, including sleeping, kitchen, minimal office area, indoor apparatus bay and equipment storage space, exercise room, bathrooms, and decontamination area, as well as outdoor employee and constituent parking.

7. **Question:** Exhibit 'E': The 'Cost Summary Sheet' example breaks the fee into 'Phase 1 and Phase 2'; but I am not finding a definition for Phase 1 and Phase 2. Should we assume 'Phase 1' is all work leading up to the construction phase, including the contractor bidding period and 'Phase 2' is strictly the Construction Administration Phase?

**Answer:** Exhibit "E" is included only as an example. A specific Phase 1 and Phase 2 are not part of this Scope of Services.

8. **Question:** Is the county asking for a full “Fire Response Time Evaluation”? That is a substantial and lengthy process that involves GIS analysis, call loads across the county, growth projections, standard of cover, mutual aid etc. OR is the county requesting a “Turnout Time Evaluation” which just analyzes the time from call receipt to wheels rolling?  
**Answer:** Both are being requested. For Fire Response Time Evaluation, County requests geospatial analysis. For Turnout Time Evaluation, County requests from location within the Fire Station to the apparatus.
9. **Question:** Please confirm Fire Response Time and Evaluation is required as part of this scope.  
**Answer:** Yes, Fire Response Time Evaluation is required as part of this scope for all three potential locations, as is Turnout Time Evaluation.
10. **Question:** Please confirm that commissioning is requested to be provided under the Design Team scope.  
**Answer:** Yes, County confirms that commissioning service shall fall within the scope of the design team.
11. **Question:** Please confirm that geotechnical testing and engineering is requested to be provided under this proposal. We typically see this contracted directly by the County but can provide if needed. If it is requested, would it be requested for all (3) sites during the site selection phase, or only for the chosen site?  
**Answer:** Geotechnical testing and engineering is requested, solely for the selected site.

12. **Question:** Please clarify if photometric calculations and plans are requested for the (3) sites during the site selection phase or only for the chosen site.

**Answer:** Photometric calculations and plans are requested for all three potential sites.

13. **Question:** While not listed under section 11 of the RFP, section 3 of the RFP requests that the environmental impact of each site is evaluated. We interpret this to be a request for a formal environmental study which would require a specialized sub-consultant. If this is correct, can you specify the requirements of this EIA? (Native habitat, Cultural Resource Management, Carbon impact, etc.)

**Answer:** A comprehensive environmental study is not required. County seeks an environmental and cultural resources database query, or similar, for each of the three sites, which will provide County with an understanding of resources present at those locations. County also seeks qualitative, high-level information and comparisons for carbon impact for each of the three sites.

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum is hereby made a part of the Solicitation Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

Each Offeror is requested to acknowledge receipt of this Addendum No. 1 on the Proposal Form.

I hereby acknowledge receipt of this Addendum.

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Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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Title \_\_\_\_\_ Company \_\_\_\_\_