



City of Austin

Founded by Congress, Republic of Texas, 1839

Contract Management Department, PO Box 1088, Austin, Texas 78767 Telephone 512/974-7181 Fax 512/974-7297

September 26, 2014

To: Consultants Requesting RFQ Package

SUBJECT: Request for Statements of Qualifications (RFQ) for providing Professional Architectural Services for the Austin Film Studios Expansion
Solicitation Number: CLMP170 - **ADDENDUM No. 1**

This Addendum No. 1 modifies the RFQ issued on September 15, 2014 for the above subject project.

Addendum No. 1

1. **REFERENCE – Request for Qualifications:** Insurance Requirements, page 2 of 3.

DELETE THE FOLLOWING:

The selected consultant shall carry insurance in the following types and amounts for the duration of the Agreement, and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof:

- Workers' Compensation and Employers' Liability Insurance coverage with limits consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Art. 8308-1.01 et seq. Tex. Rev. Civ. Stat.) and minimum policy limits for Employers' Liability Insurance of \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The firm's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:

(a) Waiver of Subrogation, form WC 420304

(b) 30 day Notice of Cancellation, form WC 420601

- Commercial General Liability Insurance with a minimum combined bodily injury and property damage per occurrence limit of \$500,000 for coverage A & B. The policy shall contain the following provisions:

(a) Blanket contractual liability coverage for liability assumed under the Agreement and all contracts relative to this project.

(b) Independent Contractors coverage.

(c) City of Austin listed as an additional insured, endorsement CG 2010.

(d) 30 day Notice of Cancellation in favor of the City of Austin, endorsement CG 0205.

(e) Waiver of Transfer Right of Recovery Against Others in favor of the City of Austin, endorsement CG 2404.

- Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident. The policy shall contain the following endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation endorsement TE 2046A.
 - (b) 30 day Notice of Cancellation endorsement TE 0202A.
 - (c) Additional Insured endorsement TE 9901B.

- Professional Liability Insurance with a minimum limit of \$1,000,000 per claim and in aggregate to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission committed or alleged to have been committed with respect to estimates, schedules, analyses, reports, surveys, designs or specifications prepared or alleged to have been prepared by the assured. Coverage, including any renewals, shall have a retroactive date coincident with or prior to the date of the Agreement. The consultant shall provide the City of Austin annually with a certificate of insurance as evidence of such insurance. The policy shall provide for 30 day notice of cancellation in favor of the City of Austin. The consultant shall provide a discovery period on professional liability policies that is commensurate with the warranty period of the project.

□ REPLACE WITH THE FOLLOWING:

The selected consultant shall carry insurance in the following types and amounts for the duration of the Agreement, and furnish certificates of insurance along with copies of policy declaration pages and policy endorsements as evidence thereof:

- Workers' Compensation and Employers' Liability Insurance coverage with limits consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Art. 8308-1.01 et seq. Tex. Rev. Civ. Stat.) and minimum policy limits for Employers' Liability Insurance of \$1,000,000 bodily injury each accident, \$1,000,000 bodily injury by disease policy limit and \$1,000,000 bodily injury by disease each employee. The firm's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
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 - (b) Independent Contractors coverage.

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- Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$1,000,000 per occurrence for bodily injury and property damage. The policy shall contain the following endorsements in favor of the City of Austin:

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2. REFERENCE – Scope of Services: Proposed Schedule, page 6 of 7.

DELETE THE FOLLOWING:

For planning purposes, AFS’s anticipated timeline for the Austin Studios Expansion is as follows:

Project Manager Procurement	August – October 2014
Architectural Services Procurement	September – November 2014
Architectural Services Interview (if required)	November 4 or 5, 2014
Design Phase	November 2014 – June 2015
Contractor Procurement	December 2014 – February 2015
Construction Phase	July 2015 – March 2016
Grand Opening	April 2016

REPLACE WITH THE FOLLOWING:

For planning purposes, AFS's anticipated timeline for the Austin Studios Expansion is as follows:

Project Manager Procurement	August – October 2014
Architectural Services Procurement	September – November 2014
Architectural Services Interview (if required)	November 3, 2014
Design Phase	November 2014 – June 2015
Contractor Procurement	December 2014 – February 2015
Construction Phase	July 2015 – March 2016
Grand Opening	April 2016

3. **REFERENCE – Evaluation Criteria:** Consideration Item 5, page 5 of 8.

DELETE THE FOLLOWING:

CONSIDERATION ITEM 5

PRIME FIRM'S COMPARABLE PROJECT EXPERIENCE (past 10 years)

20 points maximum

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List three (3) projects meeting these criteria that the prime firm has completed in the past ten (10) years. Project examples that illustrate experience with film and creative media production facilities (sound stages, post-production facilities, etc.), creative office layouts, shared building amenities, screening rooms, and theatrical facilities preferred.

- **Provide a narrative not to exceed two (2) pages.**
- **Complete Form 10 and provide no more than one (1) page per project.**

In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

City is interested in the prime firm's expertise in design. Please submit a representative sampling in two dimensional formats of designs completed by the prime firm in the past five years. Using the three projects identified on Form 10, please provide project name and basic information regarding location, date of construction, names of design team members, project scope, etc. for the three projects.

- **Provide copies of drawings or photographs bound into the hard copy of the response and provided as a separate PDF file in the CD or flash drive. Please do not send portfolios or original work as these items cannot be returned to you.**

REPLACE WITH THE FOLLOWING:

CONSIDERATION ITEM 5

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In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.

City is interested in the prime firm's expertise in design. Please submit a representative sampling in two dimensional formats of designs completed by the prime firm in the past ten (10) years. Using the three projects identified on Form 10, please provide project name and basic information regarding location, date of construction, names of design team members, project scope, etc. for the three projects.

- **Provide copies of drawings or photographs bound into the hard copy of the response and provided as a separate PDF file in the CD or flash drive. Please do not send portfolios or original work as these items cannot be returned to you.**

4. **REFERENCE – Evaluation Criteria:** Consideration Item 6, page 6 of 8.

DELETE THE FOLLOWING:

CONSIDERATION ITEM 6

MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE (past 10 years)

15 points maximum

The Major Sub-consultant Opportunities which will be evaluated are identified in the Scope of Services. The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services. Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm. The City is interested in the history and success of the firm proposed to perform the scope of work (sub-consultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified. List three (3) projects per Major Scope of Work meeting these criteria for projects that have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and

budgets based on previous City projects. If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them.

- **Complete Form 11 for each Major Scope of Work listed in the Scope of Services. Provide no more than one page per opportunity. All major sub-consultants listed in this item must also be included in your MBE/WBE compliance plan.**

REPLACE WITH THE FOLLOWING:

CONSIDERATION ITEM 6

MAJOR SCOPES OF WORK - COMPARABLE PROJECT EXPERIENCE (past 10 years)

15 points maximum

The City has identified Major Scopes of Work to be provided for this project, which are included in the Scope of Services. Each scope of work can be accomplished through subcontracting other firms or utilizing the prime firm. The City is interested in the history and success of the firm proposed to perform the scope of work (sub-consultant or prime), with projects of similar programs, budgets, and/or clients as the areas identified. List three (3) projects per Major Scope of Work meeting these criteria for projects that have been completed in the past ten (10) years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects. If more than one firm is listed for a particular Major Scope of Work, the City expects the work will be divided evenly among them.

- **Complete Form 11 for each Major Scope of Work listed in the Scope of Services. Provide no more than one page per opportunity. All major sub-consultants listed in this item must also be included in your MBE/WBE compliance plan.**

All other information in the Solicitation remains unchanged. Please remember this solicitation is currently in a “No Contact” period and all inquiries should be directed to the appropriate contact persons listed in the solicitation. . If you have questions regarding this process, contact Sofie Johnson at (512) 974- 9143 or sofie.johnson@austintexas.gov . If you have questions regarding the project, contact Margaret Shaw, at 512-974-6497 or margaret.shaw@austintexas.gov .

Sincerely,



Sofie Johnson, Buyer II
Contract Procurement Division
Contract Management Department

cc: Margaret Shaw