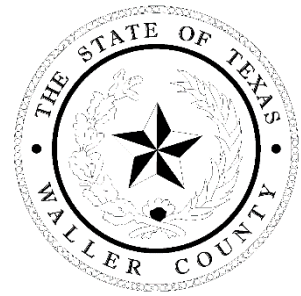


# WALLER COUNTY



**Danny R. Rothe, CCCA**  
**County Construction Manager**

## **CM @ Risk Pre-Submittal Addendum #1 – CM @ Risk Questions and Answers Jail and Sheriff Department Project**

**Meeting Purpose:** Pre-Submittal Conference for CM @ Risk RFQ

**Meeting Date:** June 22, 2017 **Time:** 10:00 -11:30 am

**Meeting Location:** Commissioners Courthouse – Waller County  
836 Austin Street  
Hempstead, TX 77445

### **Response to CM @ Risk Questions and Answers**

**Date:** June 23 2017

**Prepared by:** Danny Rothe

#### **NOTICE TO PROPOSERS:**

- A. Receipt of this Addendum shall be acknowledged revisions to Requests for Qualifications (RFQ) dated June 14, 2017 for above referenced project.
- B. Where provisions of the following supplemental data differ from those of the original RFQ, this Addendum shall govern.

#### **ATTACHMENTS**

1. PDF of Meeting Agenda
2. PDF of three (3) Conference Sign in Sheets
3. PDF of this Addendum 1

#### **DOCUMENTS REQUESTED OR ASKED ABOUT AT THE A/E PRE-SUBMITTAL CONFERENCE**

**Waller County has located copies of the following documents. We are in the process of locating the “originals” of these documents.**

**These documents are not included in this Addendum. These documents are not required for the CM @ Risk RFQ.**

1. Legal Description of the Site – Yes, a Metes and Bounds Document dated 12/14/2014 exists from A-Survey, Inc.
2. City Plat – Yes, Boundary Survey Plat and Topography Survey Plat exists from A-Survey, Inc.
3. Geotechnical Soils Report – Yes, Geo Report dated 12/24/2014 exists from Tolunay-Wong Engineers, Inc.
4. Soils Borings – Yes, four (4) Bores are part of the Geo Report
5. Phase 1 – Yes, Environment Site Assessment dated 12/19/2014 exists from Tolunay-Wong Engineers, Inc.
6. Cultural Constraints Analysis dated 12/9/2014 exists from SWCA Environmental Consultants
7. Water and Waste Water availability letter from City of Hempstead dated 1/15/15.

#### **Additional Documents that Waller County and Civil Engineer are researching regarding the Jail Site:**

- Clearer Plans showing Utilities and locations?
  - Water
  - Sewer
  - Power
  - Gas
- Waller County is discussing Demark Line of where Road and Bridge property will end and Jail site starts. This line has not been determined at this time.

# Meeting Notes

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- There appears to be two (2) potential West side street access points. 1<sup>st</sup> Street by the Rail Road tracks, and the East end of Groce Lane.
- There appears to be one (1) potential North access point. Business 290 at Road and Bridge.
- There was previous discussion of the possibility of working with private Land Owners to the North about bringing in a public street and main entrance to the Jail off of Business 290. Bringing benefit to the land owners for commercial development related to the Jail. It could affect the orientation of the building(s), parking lots, and street layout around the jail. Logically, the “front” of the jail, SO, and Courts will still face the North. There are no ongoing discussions with adjacent landowners at this time regarding a new street directly to the North. However, the Court has given direction to contact these land owners and gauge any interest.

## CM @ Risk QUESTIONS AND RESPONSES

1. Assuming a Bond Election passes on 11/7/2017. What is best guess for the following:
  - Design Documents (SD, DD, CD)
    - Given the green light on 11/7/2017. BSW expects SD by first weeks of the new year. DD in February, and CD's by April.
    - Bidding to subs in May or June.
    - Construction start in June or July. The duration of construction has not been established. CMR will be heavily consulted on construction schedule.
  - We noted you asked for a construction phasing schedule.
    - Clarification: WC is not asking for a construction schedule of this project as part of this RFQ. We understand that there is not enough information available for the CMR at this time.
    - However, if the CMR would like to submit an example schedule of a similar project, which shows your format, detail, and type of scheduling software used, WC would like to see such an example.
  - Define the Project Time Line: What is Phasing? Does the County want the Jail delivered first, etc...?
    - Clarification: WC does not intend to Phase parts of the project separately. Jail, Sheriff's Office, a Court Room, and any support facilities would all be scheduled to complete and occupy at the same time.
    - WC has not discussed the possibly of “fast tracking” parts of the project. We could be open to this type of phasing, and will discuss with the successful CMR.
2. What does Waller County want the CMR to help with for the Bond Election?
  - Yes, Waller County will request some CMR assistance with the GO Bond Election (or Certificates of Obligation process)
  - Some areas of assistance are, but are not limited to, the following:
    - Most importantly, assistance with preparing an accurate Budget.
    - Attending Town Halls and Public Hearings. Also, Commissioner's Court as needed.
      - We are not anticipating that the CMR will participate in all public presentations. Possibly only a few if at all.
      - However, for planning purposes. We are anticipating four (4) rounds of 4 Town Halls in each Precinct. For a possible total of 16 evening events.
      - We are anticipating three (3) to five (5) Public Hearings.
      - The Commissioner's Court meets every Wednesday at 9:00 am.
      - These events will occur with either a GO Bond or CO.
    - Meetings with Sheriff's Department and County Officials as needed.
  - Work with County Financial Advisor on GO Bond or CO.
  - Work with County Architect on a Budget (that will eventually become the GMP).
3. Has a Financial Advisor been selected?
  - Yes. U.S. Capital Advisors out of Austin.
4. Has an Architect been selected?
  - Yes, Brinkley Sargent Wiginton out of Dallas.
5. Geotech, Surveyor, etc..... Who's responsibility?
  - Waller County will contract directly with the following:
    - Surveyor
    - Geotechnical Engineer
    - Materials Testing Lab
6. Will CO change the August 21<sup>st</sup> deadline?
  - Technically yes. If the Commissioner's Court approves the use of the CO type of financial vehicle then August 21<sup>st</sup> would no longer be critical.
  - However, the CO process has not been approved by Commissioner's Court.

# Meeting Notes

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- Therefore, the August 21<sup>st</sup> deadline for putting a GO Bond on the November 2017 ballot is still enforce.
- 7. Page 7 – Regarding the section “Interested firms shall submit 3 copies of the following...” Are you asking for these three items to be bound separately, or in same package but under different tabs?
  - WC is requesting three (3) separate and complete copies of the final proposal for each firm. How each copy is bound is up to the firms, but even a three-ring binder is acceptable.
  - WC is requesting that tabs be used to separate sections within each binder.
  - It was offered to include a thumb drive or CD with a PDF copy of the proposal.
    - Yes, an electronic copy would be appreciated but is not mandatory. We will either be scanning each proposal, or using a PDF copy, that will be sent to each Committee member.
- 8. Page 7 – Section II Corporate Item E. Is this a statement you are looking for or a form? I ask because some entities require a Conflict of Interest Form.
  - WC will accept a simple statement from each firm to disclose any local relationship or conflicts, or if there is no conflict.
  - WC did not provide a form.
  - WC understand that there is little chance that any firm will come from this County, have a relationship with a County official, or pays taxes in this County. However, if such a relationship exists, please state so.
- 9. Page 8 – Section II Corporate Information Item F. Due to confidentiality of our financials we would request that we submit this section under a separately bound cover.
  - Yes, it is acceptable to provide only one (1) copy of financials, in a separate sealed envelope. Please note contents of envelope on the outside.
  - WC will not scan, copy, or publish this financial document if provided separately.
  - The committee members will only look at this document when we are meeting. We will destroy the document at the end of this selection process.
- 10. Page 9 – Section IV Proposed Team and Approach to Projects, Item D. Can you clarify what you are asking for in regards to Certificates of Obligation or General Obligation Bonds, and experience with Financial Advisors and Bond Council? Are you asking for a bond letter?
  - No, not asking for a Bond Letter.
  - Simply stating that your firm has worked with FA’s and Bond Councils before. List a few or examples.
  - Please understand that experience with Jails and the Bond election process is important to the County in this review process.
- 11. Page 12 – Evaluation Chart. Page 7 at the top notes that no pricing will be included at this time, however under “criteria for evaluation of RFQ’s states that 20% is based on Pricing and Delivery. Can you clarify the selection criteria to make it to the next round?
  - This 20% criteria is not referring to any pricing that pertains to this project.
  - We are looking for examples from the firms for successful Budget Pricing (GMP) and Delivery on cost and past performance of other Jail and Sheriff’s Department projects that your firm has worked on.
- 12. Will entrance to Jail site need to be included in the project?
  - Yes, the construction costs of which ever entry point or points will need to be part of the Budget.
  - Civil Engineer is looking at options for design.
  - Civil Engineer is looking at traffic studies.
- 13. Will a sample Construction Contract be provided?
  - No, at this time WC will entertain a standard CM @ Risk AIA Contract.
  - However, WC will also be open to looking at a non-AIA Contract with the successful CMR, if suggested by CMR.
- 14. Will a Line Item GMP or just a GMP be required in Phase II.
  - A standard GMP based on the CSI Spec Sections will be acceptable.
  - An exhaustive Line Item GMP should not be necessary.
  - However, back up invoices, receipts, and sub-contract costs will be part of the open book GMP. For third party auditing.
- 15. Will the Court be involved with the design?
  - Yes and No. The Commissioner’s Court is taking more of an oversight approach to the design. Not directly hands on for every detail. The Court wants the Sheriff’s Department to suggest and design what is truly needed in WC. Within reason of course.
  - The Sheriff’s Department will have the majority of the involvement in the design. Judges if a Court Room becomes an official part of the scope.
  - However, the Court will monitor the A/E’s design progress, and will have final approval of the Schematic Design for Phase 1, and Final Design for Phase 2.
  - The Court or members of the Court may attend some Construction meetings in Phase 2.

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16. Will the Court approve design before August 21<sup>st</sup>?
  - Yes, the Court will actually have to approve the Schematic Design and Programming somewhere around August 1<sup>st</sup>, for the CMR to have adequate time to price a Budget.
17. When will a GMP be turned in?
  - A true GMP cannot be done until CD's are completed in Phase II. Somewhere around April of 2018.
18. Approximate Square Footage of Jail?
  - WC and BSW does not yet have any SF's. It would be a guess at this point in time.
  - At this time, the only way to estimate any SF's would be to look at existing newly built Jails and Sheriff's Departments that are close to 192 beds.
19. A comment was made about a Law Enforcement Memorial as part of the design.
  - This will only be to allow for an area (+/- 50'x50' and/or an exterior wall) near the Sheriff's Department entrance for a future memorial.
  - The CMR will not be required to build the memorial at this time.
20. Three very important aspects to the entire process:
  - Very accurate Cost/Budget Estimate
  - Future Expansion of Facility and Master Plan will be critical
  - Transparency with Waller County Community

**END OF ADDENDUM No 1**