



WINNEBAGO COUNTY

— ILLINOIS —

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April 9, 2025

ADDENDUM ONE

WINNEBAGO COUNTY FOREST PRESERVE – ARCHITECT SERVICES REQUEST FOR QUALIFICATIONS #25Q-2399

1. If known, when is this project expected to go to bid for contractors and what is the expected start date for construction? **We anticipate bidding the construction aspect by early summer, with construction beginning by the end of summer.**
 2. Are there specific response requirements/qualifications that should be included in the submission? (i.e., cover letter, staffing, project experience, etc.) **Please include company overview, staffing and project experience as well as references.**
 3. Page 9 of the RFQ lists “Fees and Expenses.” Should the RFQ submission include a proposed fee schedule for this project? **Please disregard all references to requesting proposed fees. We will evaluate based on submission qualifications and request fees at a later date.**
 4. There do not appear to be any RFQ response requirements listed for firms to include. Should responding firms supply qualification details based on the structure of the provided evaluation criteria? **Please include company overview, staffing and project experience as well as references. Evaluation criteria is referenced on Page 9.**
 5. Can you please clarify whether the County is looking for a full fee proposal? There is a “Fees and expenses” section that mentions fee models, but it is unclear whether we should be supplying something like hourly fees versus a full proposal for the cost of work. We typically do not see a request for fees for RFQs, but rather, RFPs. **Please disregard all references to requesting a budget for this project. Just include your fee structure, if applicable. We will evaluate based on submission qualifications and request fees at a later date.**
 6. Can you please clarify the geothermal component of the scope? **We do not have a required system or a known access but would be interested in exploring more if applicable.**
 7. How many hard copies of the proposal will be needed? **One hard copy, one memory stick.**
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8. Could you please clarify whether this is an RFQ or RFP? The following language asks for a fee, but it's stated as an RFQ. **Please disregard all references to requesting a budget for this project. Just include your fee structure, if applicable. We will evaluate based on submission qualifications and request fees at a later date.**
9. Can you share your construction budget for the entire project? **We cannot disclose at this time.**
10. The Scope of Work Section mentions "geothermal", is this a required system or something we just need to investigate? **We do not have a required system or a known access but would be interested in exploring more if applicable.**
11. Is there any specific scope of work required for the site/civil design that we need to take into consideration (new parking lot(s), sidewalks, etc.)? **We would require parking lot of at least 14 spaces for staff's personal vehicles and visitors, along with a side walk connecting the lot to the building.**
- (From our civil engineer, if the answer to #3 is "yes") How many parking spaces are desired? **14**
 - Will access be paved or gravel? **A paved access is desired, dependent on fund availability.**
 - Is there any outside storage area(s) in addition to the parking and driveway that needs to be paved? **A suitable gravel staging area approximately 20,000 sf in size is required. Paving the staging area may be incorporated into the initial building phase, dependent on fund availability.**
12. Will the garage be used for vehicle storage only or will vehicle repair/maintenance be part of the operation? **The garage space will be used for equipment and vehicle storage, and as a general workspace. It is not anticipated to require any dedicated repair or maintenance equipment.**
13. Is fire protection a must or could it be omitted if allowed by code? A building without city water will require a holding tank, fire pump, generator and a fire rated room dedicated room for the pump. This can be very costly. **Fire protection may be omitted if allowed by code. We do not anticipate this project requiring a fire suppression system.**
14. Is in-floor heat desired in the garage area? **In floor heating is not a requirement, but we are interested in exploring the most cost-effective ways to heat the space, which may include the use of geothermal or in floor heating.**
15. Any special requirements for site items? Parking stall numbers (car and truck), staging areas, trash dumpster, etc. **We are looking for 14 parking stalls for staff's personal vehicles and a gravel staging area approximately 20,000 sf in size. The staging area may be paved in the initial building phase, dependent on fund availability.**

Additional items desired at the site that may be incorporated into the initial build phase, dependent on fund availability include:

- **An above ground, double walled diesel and gasoline fuel station**
- **Perimeter fence enclosing shop and staging area**
- **A solarium or greenhouse attached or near to shop structure**

16. Is there a proposal of our price that should be submitted with the RFQ? **We will request a formal budget proposal for this project upon short listing from the qualifications. You may include your company fee structure if applicable.**
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17. Is there a project budget, including construction costs? A budget has not been developed, but it will include construction costs.
18. Is there an anticipated project schedule? The RFQ indicates that a timeline is included, but I don't see it in the PDF or on the County website. We anticipate bidding the construction aspect by early summer, with construction beginning by the end of summer. The other schedule referenced is the solicitation schedule of events.
19. Are there diversity goals for the project? None are listed. There are no diversity goals for the project.
20. Will the County provide the survey and geotechnical report, or will the A/E be responsible for these items? We are open to recommendations for handling either way.
21. Will any of the proposed sites require an environmental assessment? If yes, will these services need to be provided by the A/E? We are assuming yes, but would understand more as the site location is finalized. We are open to recommendations for handling either way.
22. I had a question regarding the furniture design for the maintenance building. The RFQ reads "This proposal is to include all FF&E including furniture, fixtures, equipment, signage, security, and AV". Our intent is to provide the general furniture layout and write a specification that captures multiple manufacturers so we aren't single sourcing the furniture. Is this acceptable? Yes that is acceptable for this project.

END OF ADDENDUM ONE
