

**Addendum No. 1 to Contract Documents for
Request for Proposals (RFP)
Architectural Consulting Services
City of Fargo Division of Solid Waste**

For: City of Fargo

Prepared by: Wenck Associates, Inc.
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Wenck File No. 0208-0150-04

Any revisions to any of the RFP Documents made by this Addendum shall be considered as the same revision to any and all related areas of the RFP Documents not specifically called out in the Addendum.

The Proposer shall acknowledge receipt of this Addendum by signing the addendum number on the submittal envelope.

Date: January 20, 2020

The following modifications are hereby made to the RFP Documents for the
RFP Architectural Consulting Services
City of Fargo Division of Solid Waste

This document was originally
Issued and sealed by Marlon Mackowick
Registration Number PE-8668
On 1/20/2020 and the original
Document is stored at
Wenck Associates, Inc.
Fargo, North Dakota

Marlon Mackowick P.E.

ND Registration No. 8668

Wenck Project No. 0208-0150-04

Addendum No. 1
To the Contract Documents for

**Request for Proposals (RFP)
Architectural Consulting Services
City of Fargo Division of Solid Waste**

Date: January 20, 2020

Bids Close: 11:00 at a.m., January 24, 2020

TO ALL RFP Responders ON THE ABOVE PROJECT:

All proposers submitting a proposal on the above RFP shall carefully read this Addendum and give it consideration in the preparation of their proposal. The following are modifications to the RFP documents.

Fee Schedule: The Attached Fee Schedule shall be incorporated into the RFP documents.

**Addendum No. 1
RFP Architectural Consulting Services
City of Fargo Division of Solid Waste**

<p align="center">City of Fargo Request For Proposal for Architectural Services Scale House and Equipment Storage/Maintenance Facility Fargo, North Dakota</p>				
Task	Hours	Labor Cost	Expenses	Total Cost
1. Planning and Design Development				
a	Work with the City and their representatives on space planning and design options and recommendations including: basic information such as sizes, space requirements, workflows, activities and special uses			
b	Facilitate meetings with City staff and their representative as needed to develop basic components and traffic planning of building program, including standard building systems, equipment and materials, technology considerations and code compliance			
c	Complete Geotechnical Investigation			
d	Provide a schematic cost estimate and conceptual project schedule.			
e	Prepare and submit program plan of spaces and adjacent site layout for City review and approval.			
f	The Planning and Design Development Phase shall include all subconsultants' fees in order for the proposer to complete the design including, but not limited to, Technology/IT consultants, Geotechnical Consultant, soils laboratory and others as needed.			
g	Facilitate meetings with City staff and their representative to review space square footage and space utilization needs to develop Preliminary Design Documents			
h	Conduct Design-Development meetings with City staff and representatives to address points of clarification regarding the project.			
i	Prepare and submit Preliminary Project Design Documents, Preliminary Specifications, Preliminary Cost Estimate and Schedule to the Borough for review and approval.			
Planning and Design Development Totals				
2. Construction Documents Phase				
a	Prepare complete Construction Documents and Specifications			
b	Submit Construction Documents for review			
c	Correct plans to reflect issues noted by review			
Construction Documents Totals				
3. Bid Phase				
a	Preparation of technical specifications and design drawings suitable for public bidding and assist with a pre-bid conference			
b	Respond in writing to questions from bidders and prepare addenda as necessary.			
d	Assist in evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price, and make a recommendation of award			
Bid Phase Totals				
4. Construction Administration Services				
a	Assist with a Pre-Construction meeting and regular construction progress meetings.			
b	Assist in reviewing Request for Change Proposals, Change Orders, etc., including maintaining a log of all such documents			
c	Provide direction for questions and concerns from the contractor in resolution of problems			
d	Monitor construction progress, cost, and conformance with the contract documents throughout the construction process			
e	Conduct Substantial Completion Inspection, coordinate and prepare punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate			
Construction Administration Services Totals				
Project Totals				