March 6, 2013

ADDENDUM No. 1
RFI Bid No.: 12-13/09
CONSULTING SERVICES FOR ARCHITECTURAL INTERIOR DESIGN WORK FOR CAPITAL PROJECTS

This Addendum modifies the original Bid Documents for RFI Bid No. 12-13/09. Acknowledge receipt of this addendum in the space provided on the BID FORM. Failure to do so may subject Bidder to disqualification.

As a follow-up to the mandatory pre-proposal meeting that was held on February 21, 2013, please note the following revisions to RFI 12-13/09:

The following bullet items were discussed during the pre-bid meeting with the intent to highlight the services which are important to the District (the numbers correspond to the published RFI 12-13/09):

1. Inventory existing FF&E property to be incorporated into the new or renovated buildings.
2. Work with the end-users to develop specification for procuring FF&E. Each project will develop specifications unique to that project.
4. Develop cost estimates to procure all FF&E based on floor plan layouts
6. Review FF&E floor plan layouts provided by Architect of Record teams.
14. Coordinate with District Project Manager, District Move Manager, Construction Manager, and Contractor to develop phasing plan, ensure timely bid, purchasing, fabrication, delivery, and installation in relation to actual construction progress and schedule.

Delete the following bullet items listed in the RFI General Services under Scope of Services (the numbers correspond to the published RFI 12-13/09):

12. Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
15. Attend construction coordination meetings or other meetings as necessary to ensure proper coordination with the contractor and the project schedule.
16. Create and monitor purchasing and installation schedules.

19. Coordinate FF&E installation with end users, Maintenance & Operations, District, and College.

20. Receive and review the operations and maintenance (O&M) manuals submitted by the vendors. Inform appropriate District and/or College staff of any required or optional training available to support new FF&E items or systems.

21. Follow up on repair or replacement of punch list items or undelivered product.