

ADDENDUM #2

NOME COURTHOUSE LEASE PROJECT #NOM-L-18-0014

Date: March 5, 2019

To All Plan Holders:

The following changes, additions, clarifications, and/or deletions are hereby made a part of the Contract Documents for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Invitation to Bid, remain unchanged.

This amendment must be acknowledged in the space provided on the Bid Schedule.

The Submittal Date and Time is **UNCHANGED**. It remains: April 2, 2019 at 10:00 a.m.

The modifications directed by this Addendum #1 are described on this page and the following attachments:

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|---------------------------------------|---------|
| 1. Addendum Text: | 1 page |
| 2. Attachments: | |
| Pre-Proposal Conference Agenda | 3 pages |
| Pre-Proposal Conference Sign In Sheet | 1 page |

CHANGES TO ADDENDA

1. None.

PRE-PROPOSAL QUESTIONS AND ANSWERS:

- Q1** **Bidder Question:** We have a copy of a floorplan that is part of the RFP. Is this a specific floorplan that exists somewhere, or where did it come from?
ACS Response: The floorplan was created to show the adjacencies that are required for the contract. It is not a required layout. It is a graphic representation of the adjacencies described in the RFP. The spaces can be rearranged within the space but focus on maintaining the adjacencies.
- Q2** **Bidder Question:** In Section C, Page 8, the court would have the right to terminate the lease. Is that a requirement that has to be there, or can it be negotiated?
ACS Response: Per review by ACS' legal – "The courts systems ability to terminate in the event the legislature fails to appropriate funds is a material term in the RFP because it affects contractual conditions", and it's not something that would be removed from the RFP.
- Q3** **Bidder Question:** Is it possible that some of the court cases either district or superior court in the future, due to budget issues or otherwise could be shifted or redirected to another courthouse or location?
ACS Response: The Court System is not planning at this time to divert any of Nome's cases to other court locations. Nome is a very active, busy, essential court to the 2nd District.
- Q4** **Bidder Question:** If cases were reallocated would they be coming to Nome, versus going to other places.
ACS Response: There are no changes anticipated to current filing procedures.
- Q5** **Bidder Question:** Is it possible that in case there is a termination of the lease that the court would reimburse the landlord the cost associated with the buildout of the court, or on an amortized portion of that?
ACS Response: We have never had to do that so, that is brand new territory.

Q6 ***Bidder Question:*** What is the size of the existing facility?
ACS Response: Approximately 7,000 SF not including public circulation.

***NOTE:** Digital recording of the pre-proposal conference is available by sending an email to: dmolina@akcourts.us

END OF ADDENDUM #2

ALASKA COURT SYSTEM

PRE-PROPOSAL CONFERENCE

March 4, 2019 2:00 P.M.

NOME COURTHOUSE LEASE RFP ITB NUMBER NOM-L-19-0014

Introductions:

- Jack Bailey, Facilities Manager. Note that Jack is the contact person referenced on the RFP during the proposal period, and is the Contracting Officer for this contract.
- Dawn Molina, Leasing & Contracts Manager for the Court System is an additional contact both during the proposal process and during the course of the contract. If there are any concerns with submittals, performance, cost, schedule or scope requirements within the RFP, please forward those questions in writing to Jack, and cc Dawn.
- An on-site contact after award of the contract will be appointed for coordination, notices and other on-site issues.

I will give a summary of this RFP, the lease contract, including its requirements and restrictions – then we can have general questions:

A General Description of the Contract Work is given in the RFP and attachments.

Specifically this contract includes:

- **Required Spaces:** Provision of approximately 7,000 NUSF of court and office space to accommodate trial court operations in the Nome area. This includes the following spaces:
 - Areas accessible from the Public Lobby or Circulation: one Superior Court Courtroom, one District Courtroom, a Grand Jury Suite, a Clerk's Office with adjoining Clerk of Court Office and Staff Toilet, and an Attorney Conference Room.
 - Areas accessible only from secured circulation: one Jury Suite, a Law Clerk Office, 3 Judge's Chambers surrounding a Judicial Assistant office, one Area Court Administrator office, one rural Court Training Office, and a Prisoner Transport Holding Area with one holding cell.
- **Services and Utilities:** The Landlord will provide **only** the following utilities as part of the monthly lease: sewage, potable water, trash removal from the building and property, and all general building services including janitorial, snow removal services and maintenance.
ACS will provide its own phone and data services, and will pay for fuel oil for heating system and electric utility cost. Landlord must provide separate meters and fuel tanks for the ACS, if the building is not solely occupied by the ACS.

Construction and Remodel Cost Sharing: In an attempt to ease the burden of the initial construction or remodeling costs on the landlord, the court system is offering to share costs in the following ways:

- ❖ **ACS Provided Materials:** Reference Section C – Technical Lease Requirements, Paragraph 5.D.10.i and ii). These paragraphs have a list of materials that the ACS will provide and install; and materials that ACS will provide with the Landlord installing. The ACS's estimate of the value of these materials and work is as much as \$225,000, depending on the size and needs of the proposed lease space. Note that existing facilities may not require all items on the list to be provided.
Also note that this estimate is not a binding amount, but simply an approximation of the value of those materials which the court system has gained enough expertise to more easily specify, procure, review shop drawings, ship, and in some cases install than most landlords.

Performance Period and Conditions are specified in the RFP.

- Lease period is twenty (20) years with two (2) five (5)-year options to renew.
- Lease commencement: No earlier than March 1, 2020, no later than December 1, 2020.
- Insurance requirements are specified and include: a policy or policies of insurance covering loss or damages to the premises, Public Liability with coverage not less than \$300,000 combined single limit; and Worker's Compensation Insurance.
- Construction or remodeling in connection with this contract is subject to Alaska Little Davis Bacon Act. File notice of work with the Department of Labor and Workforce Development, with a copy to the Alaska Court System Facilities Manager.

RFP Requirements and Pricing Information:

- **Proposal Submittal Date:** Tuesday, April 2, 2019, at 10:00am. Proposals are to be delivered or mailed to the address noted on the RFP.
- We follow the State of AK Court System Procurement Guidelines September 25, 2013. These are available on the court system website.
- **REQUIRED RFP SUBMITTALS:** - Reference Section B, Page 2 for this information
 - ❖ **Documents to be submitted for PART IV Technical Criteria:**
 1. Response to Technical Criteria 1 through 3 – Relevant Experience for Lease Contracts; Relevant Experience for Design and Construction; Financial History and Funding Plan.
 2. Response to Technical Criteria 4 – Proposed Floor Plans (including Site & Vicinity Plans); for buildings to be remodeled. Existing Floor Plans (including Site & Vicinity Plans) showing proposed lease area for existing buildings. Building Photos and Narrative Statements; or for new buildings to be constructed proposed Exterior Elevations.
 3. Response to Technical Criteria 5 – Proof of Ownership and completed Building Questionnaire.
 4. Response to Technical Criteria 6 – List of Preferred Design Elements able to be incorporated into Floor Plan.
 5. Response to Technical Criteria 7 – Schedule showing proposed Lease Commencement Date.
 - ❖ **Documents to be submitted for PART V Price Proposal Criteria:** Price Proposal Form – fully completed for Cost Criteria 1 and Cost Criteria 2. Contractor **must** provide proposed cost amounts for both Price Criteria 1 and Price Criteria 2. These are evaluation criteria.
 - **Budgeted “Annualized Lease Amount”**

Note that the Budgeted “Annualized Lease Amount” of \$420,000/year for Price Criteria 1 is based on \$5.00/NUSF – which works out to \$420,000/year for 7,000 NUSF, less the Electrical and Heating Utility Costs. These services and utilities total an estimated \$100,000/year.

 - We have based Electrical and Heating costs on known previous yearly for a comparable facility.
 - ❖ **Documents to be submitted for PART VI Proposal Submittal Information & Certifications:** Fully completed and signed form, including submitting firm information, business license number, and acknowledgement of all issued addenda.
 - ❖ **Proposal Guaranty:** A bid security in the form of an acceptable bond issued by a surety company, certified check, cashier’s check or money order made payable to the Alaska Court System (State of Alaska). ACS requires the proposal guaranty in the amount of 5% of the Annualized Basic Proposal amount.
 - ❖ **Application for an Alaska Business License:** Only if the Proposer does not have a current valid business license number that is provided on the PART VI Proposal Submittal Information & Certification form.
 - ❖ **Quantity of Proposals to be Submitted:** Submit three (3) sets of Proposal documents in separately sealed envelopes. All envelopes shall have the project number and RFP submittal deadline marked on the front of the envelope as noted above.

Proposal Evaluation and Award:

- Proposals will be accepted if they are considered responsive and responsible by the ACS.
- The ACS will evaluate and score responsive proposals as described in Section B, Part I Selection Process. Note that the ACS intends to evaluate proposals and make award without discussions with Offerors. However, if determined necessary, the ACS may conduct discussions with Offerors to gain a full understanding of the submitted proposals.
- The Notice of Intent to Award shall be issued to the Offeror with the highest score, generally within one week after the Proposal Submittal date, and shall be transmitted by email to all bidders.
- A certificate of Insurance must be submitted within five days after Notice of Award.
- The Notice of Award shall be issued to the Offeror identified in the Notice of Intent to Award generally within 15 working days after issuance of the Notice of Intent to Award. Notice of Award shall be made subject to availability of funds and its issuance may be delayed or canceled, as determined by the Contracting Officer in accordance with ACS Procurement Guidelines.

RFP Documents Summary & Clarification:

- Section C - General Lease Conditions: Description of Landlord and Tenant responsibilities for delivery/acceptance of the facility, and lessor/lessee responsibilities during the lease period.
- Section C - Supplementary Lease Conditions: Specific lease conditions for this lease – term, renewal options, and liquidated damages.
- Section C - Technical Lease Requirements: Requirements for facility location, building type, construction, code compliance, and space adjacencies, access and relationships. Also includes specifications and details for casework, finishes, equipment, sound control, doors and hardware, windows, signage, heating, plumbing and electrical, and parking.

- Appendix A – Lease Space Requirements: Spreadsheet listing all required spaces, space quantity, space size, and estimated Internal and Prisoner Delivery Circulation totaling 7,000 NUSF. Also, for Proposer information on building common and service areas, which are not typically included in the NUSF.
- Appendix B – Schematic Floor Plan: A 1-story schematic floor plan that meets RFP requirements. This plan is **NOT** a required floor plan, but is simply intended as an example of the space adjacencies and relationships, comparative space sizes, public and secure access points, and layouts for courtrooms, grand jury, jury rooms, and prisoner transport area.
- Appendix C – Space Programming Sheets: Programming sheet for all 23 types of spaces within the required NUSF lease areas, and also public restrooms and public circulation areas outside of the required lease areas. Each sheet provides specific details as necessary to design, construct and finish out each space.
- Appendix D, D.1, D.3, D.4 & D.5 – Superior Courtroom: These drawings clarify courtroom layout and construction details.
- Appendix E – Server Room: This drawing is intended to show equipment and electrical layout, and minimum clearances around equipment.
- Appendix F – Sound Isolation Wall: This drawing shows the assembly of a wall that meets the STC45 sound isolation requirements.

Questions:

Sign-In Sheet

NAME	FIRM	PHONE NO.
Jeff Johnson		355-5098
Dawn Molina	ACS	
Jack Bailey	ACS	
Robin Johnson	None Sweet Homes	
Rolland Trowbridge	TSR	
Scot Henderson	Nanuaq	
Thomas Vaden	Front Properties	
Bradie Kimmel	ACS	
Crystal Tootie	ACS	
Steve Zelener	Front Properties	
Chad Meyers	" "	