

August 8, 2014

FLATHEAD COUNTY
REQUEST FOR PROPOSAL ADDENDUM
TITLE: SENIOR CENTER(S) PRELIMINARY ARCHITECTURAL REPORT (PAR)
DUE: AUGUST 14, 2014 BY 10:45 AM; TO BE OPENED: AUGUST 14, 2014 AT 11:00 AM

ADDENDUM NO. 1

To All Offerors:

Attached are written questions received in response to this RFP. These questions, along with the County's response, become an official amendment to this RFP.

All other terms of the subject "Request for Proposal" are to remain as previously stated.

Acknowledgment of Addendum:

The offeror for this solicitation must acknowledge receipt of this addendum. This page must be submitted at the time set for the proposal opening or the proposal may be disqualified from further consideration.

I acknowledge receipt of Addendum No. 1

Signed: _____

Company Name: _____

Date: _____

Sincerely,

Debbie Pierson
RFP Point of Contact
Flathead County Commissioners Office

| Question Number | Questions & Answers for Senior Center(s) RFP |
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| 1. | <p>Q: What type of CDBG grant is involved in the funding strategy for this project?</p> <p>A: This PAR is being funded in part by a CDBG Planning Grant. The proposed project budget is \$40,000: \$30,000 provided by CDBG; \$10,000 match provided by Flathead County.</p> |
| 2. | <p>Q: Can you expand on CTA's involvement to complete the ADA assessment portion of the work? Will CTA be utilized to complete any other portion of the PAR?</p> <p>A: CTA was selected through an RFP procurement process in October 2013 to complete an ADA checklist and transition plan for all main publically accessed county buildings and programs. The ADA checklist for the senior centers were completed as a component of this very large ADA evaluation project.</p> <p>The Senior Center(s) PAR is a separate stand-alone project. The ADA evaluation checklists completed by CTA on the senior center sites will be provided to the firm awarded the contract to complete the PAR.</p> |
| 3. | <p>Q: Does the ADA compliance analysis that is to be completed by CTA including plumbing fixtures?</p> <p>A: Yes.</p> |
| 4. | <p>Q: Have you worked with other consultants before? How do you feel about them?</p> <p>A: Flathead County has worked with numerous consultants on hundreds of projects. Consultants are selected according to procurement procedures outlined by the State of Montana. Discussing the quality of the work provided by other consults is irrelevant to this PAR.</p> |
| 5. | <p>Q: Are you talking with other design professionals at this time?</p> <p>A: Flathead County has multiple projects in process utilizing multiple design</p> |

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| | <p>professionals. Specific to the Senior Center Project, Flathead County has not contracted with any other design professionals to complete the Senior Center(s) PAR other than the ADA piece completed by CTA.</p> |
| 6. | <p>Q: Is there just one building and/or site per each city (Bigfork, Columbia Falls, Whitefish & Kalispell)?</p> <p>A: There is only one Senior Center facility at each site; however, some locations may have additional outbuildings such as garage structures and residential rental properties.</p> |
| 7. | <p>Q: Does the County have a particular type of firm in mind for the PAR?</p> <p>A: Flathead County will evaluate proposals submitted by interested firms based on the criteria listed in the RFP.</p> |
| 8. | <p>Q: Can you provide some further background on each of the sites (building ages, sizes & # of elderly served per site?). Are there existing drawings of the current buildings? Can the County provide addresses for the existing buildings to be included in the PAR?</p> <p>A: Additional information is currently being collected for each site and will be provided to the firm selected to complete the PAR. The RFP processes is focused on gathering information related to the qualifications, experience and availability of interested firms.</p> <p>To gain additional insight for each center, contact information for the senior centers is provided below. The site managers are employees of the senior center associations who are onsite to coordinate the meal program and activities.</p> <p>Whitefish Community Center: 121 2nd St E, Whitefish, MT 59937; 406-862-4923 Site managers: Kathy Cozad or Marianne Dyon Board President: Jim Morrell</p> |

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| | <p>North Valley Senior Center: 205 Nucleus Avenue, Columbia Falls, MT 59912 406-892-4087 Site Manager: Roxy Larson Board President: Dick Lundstrom</p> <p>Kalispell Senior Center: 403 2nd Ave W, Kalispell, MT 59901; 406-257-1598 Office Manager: Khit Harding Board President: Rosainne Taylor</p> <p>Bigfork Senior Center: 639 Commerce St, Bigfork, MT 59911; 406-837-4157 Site Manager: Michelle Shapero Board President: Phil Bolstad</p> |
| 9. | <p>Q: What are some of the specific hot buttons the county faces outside the general questions we are answering in the RFP?</p> <p>A: The Senior Center buildings are rented from Flathead County by the community senior organizations in Bigfork, Whitefish, Columbia Falls and Kalispell for an annual fee of \$1 per year. The Senior organization is then responsible for raising funds to cover all program activities, building upkeep and maintenance. This has created a hardship for several of the centers when significant and costly site improvements have been needed.</p> <p>The Kalispell Senior Center, in particular, is in need of significant upgrades. The Kalispell Center will require the most intensive evaluation in the PAR development process. Cost of upgrades will be evaluated at the current site, as well as potential alternatives for a new site.</p> |

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| 10. | <p>Q: What are the long term goals of the Flathead County with this PAR?</p> <p>A: Flathead County is interested in obtaining a non-biased, professional evaluation of the Senior Center sites in Bigfork, Columbia Falls, Kalispell and Whitefish. This report will be referenced in future planning to meet the needs of seniors at the Flathead County owned Senior Center(s).</p> |
| 11. | <p>Q: Aside from grants, what other sources does the county have for the actual building corrections that are identified in the PAR?</p> <p>A: Senior Centers will identify funding options for high priority needs. It is anticipated that Flathead County will submit a CDBG Public Facilities grant in the future to help offset costs related to building needs.</p> |
| 12. | <p>Q: How did this project originate? How did Flathead County get involved in the project?</p> <p>A: Flathead County Commissioners asked the City of Kalispell to host a CDBG Planning grant to evaluate the county owned Senior Centers, with the greatest emphasis on the Kalispell Senior Center site. The challenges at the Kalispell Senior Center in particular have been presented by members of the public to the Commissioner Board and at the annual community needs assessment. The PAR will help all stakeholders to understand the challenges that each center is facing.</p> |
| 13. | <p>Q: What problems/challenges have already been identified?</p> <p>A: See the attached site overview list provided by the Kalispell Senior Center.</p> |
| 14. | <p>Q: Are there any known environmental issues? Will the County select the site to be improved, and will that be the only site to have a uniform environmental checklist completed? Can the uniform environmental checklist be a stand-alone document? Or will there have to be a preliminary engineering report (PER) completed?</p> <p>A: Environmental evaluation is required according the CDBG PAR outline. Please</p> |

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| | <p>reference RFP Attachment #1 for the information needed for the environmental discussion and the required layout of the PAR document.</p> <p>A full preliminary environmental checklist will be completed for the site that is identified as having the greatest need for immediate upgrades as identified through the PAR evaluation process. In previous PAR reports completed for Flathead County, the environmental checklist document has been completed by a qualified engineer that is part of the architectural firm staff, or subcontracted by the architectural firm.</p> |
| 15. | <p>Q: What level of County support is there for this work?</p> <p>A: Flathead County is provided the \$10,000 cash match required by CDBG to support this project.</p> |
| 16. | <p>Q: Who is supportive of the idea and who is questioning the work?</p> <p>A: The Flathead County Commissioners voted unanimously to move forward with this project. To our knowledge there is no documented opposition to completing the PAR.</p> |
| 17. | <p>Q: What obstacles are there to completing the work?</p> <p>A: Center are located in multiple communities which may create the need for additional travel time for initial site evaluation. The project has a fairly aggressive timeline for completion, which is determined by the length of the grant award. The final PAR document is scheduled for submission by December 31, 2014.</p> |
| 18. | <p>Q: Considering the County's diverse challenges with this project, would the County give the submitting teams an additional week and a half to analyze and respond?</p> <p>A: No. The original RFP related to this project closed July 21, 2014. At that time, a new authorization to publish was initiated by the Commissioners and the RFP due date was extended and advertised. All proposals are due to the Flathead County Commissioners Office by 10:45 am, August 14, 2014. Please see the published RFP and attachments for additional information on proposal submission requirements.</p> |

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| 19. | <p>Q: Is there room to negotiate or re-organize work to accommodate a larger fee or focusing the PAR on Kalispell alone?</p> <p>A: No. It is the interest of Flathead County to have all four sites evaluated, however, it is anticipated that the Kalispell site will require more intensive evaluation than the other three sites.</p> |
| 20. | <p>Q: Does the County already have potential sites of interest for new structures? If so can you give the locations?</p> <p>A: There is no new site identified for the Senior Center at this time. The completed PAR document will evaluate if a new site is needed and if so, determine the feasibility of building on the current site, or relocating to a new site.</p> |