

1. Has MCC identified the Evaluation/Award criteria? **MCC is not using a point system for awarding the contract. Your proposal will be judged by a committee based on the overall proposal, fee structure and presentation (if selected).**
2. There is no mention of fees, so I assume the evaluation is only based upon qualifications. Is this correct? **No, it will be based on fee structure and qualifications**
3. The Scope of Services identifies Schematic Design and 'complete building design'. Is this to be interpreted as complete Construction Documents including plans and specifications? **Yes**
4. Can you elaborate on the need for a separate proposal to procure State or Federal landmark designation? This is usually driven by financial desires to secure tax credits. In the case of MCC being a non-profit entity you would not be eligible for tax credits. Is there other issues driving this request that need to be addressed in our proposal? This process usually involves a fair amount of document investigation time and compiling a significant report with back up to the State Preservation office, so the time and cost is not insignificant. **Propose how it should be done and how much it would cost. The college may or may not consider this.**
5. Do you anticipate purchasing all new equipment for these programs as part of this project's FFE budget, or are you moving or reusing existing equipment? Or a combination of both?  
**Combination of both**
6. (Re: Technology Scope of Services, Page 2 of the RFP) Who will be providing technology design services? **Answer:** Muskegon Community College will contract a third party consultant to provide the design and specification of all technology equipment, networking, hardware and software for the proposed project. The Respondent (Proposer) will be required to coordinate with the technology consultant and the Owner with regard to the accommodations of the technology systems and equipment required in its project planning and design documentation as part of its basic A/E services. The Respondent will not be required to design, specify, procure, install and/or manage the technology equipment as part of its basic A/E services. **Please confirm if this is correct... Correct!**
7. (Re: FFE Scope of Services – follow up question) Will the Respondent be required to provide design and planning services for FFE (Loose Furnishings, Fixtures and Equipment) for this project? **Answer:** Muskegon Community College requires that the Respondent provide full design and planning services for all FFE for the project as part of its basic services. However, the Owner, will procure, contract, manage and install all FFE directly with other vendors, installers or suppliers for this project. **Please confirm if this is correct... Correct!**
8. (Re: Required forms, request for "...copy of your state of Michigan License"). Is the Respondent required to submit a copy of the firm's Business License or the Michigan Architectural License for key individuals on the proposed project team? **Answer:** Muskegon Community College requires that the Respondent provide copies of both documents, the firm's Business License AND the State of Michigan Architectural/Engineering Licenses for all key individuals of the proposed team. **Please confirm if this is correct... Correct!**

9. Has any preliminary or conceptual design work been commissioned by MCC for this facility? **No**
10. Is there a preliminary estimate or project/construction budget for this work? **7.2 million, all inclusive**
11. Is the project funded at this point? Is there an intent to seek State funding assistance? **Yes, we are looking at several grants but no guarantees**
12. Does a timeline for the performance of the design and construction exist? **Yes, a tentative timeline has been set. "Building projects at a Glance" document on our website under Downtown Center RFP**
13. Does MCC have drawings in any form exist facility; prints, ACAD files, other? **Upon award of the contract, a complete set of prints from all phases and additions to the building and some CAD drawings will be available.**
14. Does MCC have a preferred form of AE consulting contract? **AIA Document**
15. So that I can properly structure the fee portion of my proposal, I am interested in knowing if there are any drawings or specifications from the original architect that will be available for research purposes (upon award of contract)? **Yes**
16. Pertaining to the desire for MCC to obtain either a State or National Historic Register listing - is it the intention of the college to settle upon a design which adheres to the Secretary of the Interior's Standards for Historic Rehabilitation? **Where possible**
17. Also, has a timeline for final design and construction been decided? **No, tentative timeline, See #12 above**
18. How much sight work will be included? **Minimal**
19. Heating? Steam? Is it working? **Combination of roof top gas/electric, steam boilers and centrifugal chiller. As far as we know, all systems are working**
20. Are we planning to use the current HVAC system? **Where ever possible**
21. Plans for the garage? **Equipment and supply storage, no remodel**
22. Is part of this process to exam the existing building? **Yes**
23. Will the college be removing the materials from the building? **The college will clean out the building before construction starts**
24. What material of the Archives will be included? **Most of the material in the Archives will be preserved and be part of the new build out**

25. Currently asbestos will they have to do? **A complete asbestos abatement was done in 1980's, but there could be some asbestos buried. If discovered during construction we will deal with it at that time**
26. How many elevators? **Currently 1, but we anticipate to add 1**
27. Are we planning on upgrading the boiler system or to replace? **Both are possible**
28. Does the 7.2 million include moving applied Tech department? **Yes**
29. Scope of Services for IT hardware? **See above #6**
30. Are window replacements part of the proposal? **Yes**
31. Is furniture part of the 7.2 million? **See above #7**
32. Is 7.2 the budget? **Yes**
33. Are we leaving some lease space? **No**
34. Purchase price of the building? **\$730,000**
35. General contractor or construction manager? **Construction Manager**
36. Is there any additional parking? **No, we have currently 100 spaces and no plans to expand**
37. Do we require a copy of MI license or both? **See above #8**
38. Furniture design or procurement? **See above #7**
39. Is there fire protection in all the building? **Most areas have fire protection**
40. Is the elevator in good condition? **Yes, controls have been updated and inspection has been done.**
41. Will we be building additional floors? **Yes**
42. What is the condition of the roof? **The 2002 addition is in great shape, the 1946-1981 sections will require replacement. The 1928 hot process will need complete evaluation**
43. Will we replace the R113 chiller? **We will consider modern refrigeration conversion and/or replacement.**
44. Is there a ground level entrance to the building for equipment? **No, but a scissors lift is there. MCC may need a ground level entrance.**