



**SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE DEPARTMENT**

***Purchasing Department***

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

[https://www.sedgwickcounty.org/finance/purchasing/  
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**ADDENDUM #1**

**RFP #24-0008**

**ARCHITECTURAL AND ENGINEERING SERVICES FOR JUVENILE SERVICES BUILDING**

March 20, 2024

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for the **Juvenile Services Building**.

Questions and/or statements of clarifications are in **bold** font, and answer to specific questions italicized.

- 1. Is the budget the same for option 1 vs. option 2 (new building).**  
*A construction budget will be established through the design process. Only one (1) design option will be selected.*
- 2. In the proposal form, there is a chart for hours, rates, and total fee. Since the efforts may differ, will the county please consider adding a ‘pre-construction phase fee’ line following both design phase options?**  
*A revised proposal form is included in this addendum on page 3. Disregard the proposal form that was included in the original RFP #24-0008 dated March 6, 2024, page 14.*
- 3. Do you know the approximate square footage of the current Juvenile Residential Facility (JRF)?**  
*The square footage of the current Juvenile Residential Facility is 8,380 square feet. The main floor is 8,000 square feet and the basement is 380 square feet.*
- 4. Is the 50,000 square feet the desired finished square footage once the project is complete (either through remodel/expansion of the existing building or building new)?**  
*To combine all services under one roof, and allowing for future growth, 50,000 square feet is necessary whether it is a remodel/expansion of the existing Juvenile Residential Facility or a new building.*
- 5. Has the county established a construction budget for this project yet? If so, are there separate construction budgets for a new building versus a remodel/addition?**  
*A construction budget will be established through the design process after review of the two (2) options presented.*
- 6. We understand we are to include geotechnical investigation in our proposal. However, there is no row to enter Geotech hours and rates on the proposal form. Will a revised form be issued or are we to include Geotech elsewhere?**

*A revised proposal form has been issued with this addendum. The Geotech hours are to be included in your lump sum pricing. A breakdown of all rates for anyone working with the design team on this project is requested on a separate sheet and submitted with the firm's proposal.*

- 7. Project Design is being discussed in two phases. Can we break down our fee on two (2) forms (1) if it's renovation and (2) if it's new construction? They will likely be two different fees. Or could we list our Planning and Concept fee to get through the initial phase and then based on outcome of that fee for full A/E services will be mutually agreed upon?**

*A revised Proposal Form is included in this addendum. Use the revised proposal form attached on page 3 below. Submit hourly rates only for each discipline on the design team separately when submitting your proposal.*

- 8. Is there a possibility there will be a pre-proposal conference added or an opportunity to visit the existing facilities? Or pushing the deadline a week to allow for this opportunity?**

*In the RFP dated March 6, 2024 on page 4, an opportunity to schedule a walk-thru of the facility was provided to all interested parties. The deadline will not be pushed back and the proposed timeline will remain unchanged.*

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 pm, Tuesday, March 26, 2024**. Late proposals will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE”**

Sincerely,



Lee Barrier  
Purchasing Agent

lb/ks

# PROPOSAL FORM

ARCHITECTURAL AND ENGINEERING SERVICES  
FOR JUVENILE SERVICES BUILDING  
RFP: #24-0008

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(Firm Name)

**ADDENDA:**

The Bidder acknowledges receipt of the following numbered Addenda: None ( ) #1( ) #2( )

**PHASE 1: Renovation/Expansion and New Building**

**Lump Sum Price of:** \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**PHASE 2: Renovation/Expansion**

**Lump Sum Price of:** \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**PHASE 2: New Building**

**Lump Sum Price of:** \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Estimated Time of Completion of Construction Documents: \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Email address \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone Number \_\_\_\_\_