



## Addendum No. 1

To: Interested Proposers

From: Cindy Klotz, Project Manager  
City of Mobile Architectural Engineering Department

Re: City of Mobile  
**New Animal Services Facilities**  
Request for Qualifications  
Project #BG-054-22

Date: July 27, 2022

This Addendum forms a part of, and modifies and clarifies, the Request for Qualifications for the above referenced project.

### **General:**

### **Clarifications:**

- Item 1. The Pre-Proposal Meeting Agenda ***with Comments and Additions*** is attached and forms part of Addendum No. 1. Revisions to the meeting Agenda are indicated with a strike-through for deletions and ***bold italic*** typeface for additions
- Item 2. The proposals are due in the A/E office no later than 3:00 PM on Wednesday, August 24, 2022. **Please note on page 11 of the RFQ there was a typo on the due date.**

### **RFI's:**

- 1. Question: Is there a time and gathering place to meet for the guided walk through of the existing facility on the 27<sup>th</sup>?  
Answer: The City's Animal Shelter, at the front door. 855 Owens St, Mobile, AL 36604
- 2. Question: Does our response need to be hand delivered, or will Fedex delivery be acceptable? Answer: Fedex is acceptable. However, you are responsible for making sure the delivery gets here on time.

3. Question: The RFP indicates AutoCAD drawings, will Revit drawings or Revit converted to CAD be acceptable?  
Answer: The City prefers AutoCAD, so a conversion is acceptable. We will not be writing a contract with all the liability that a BIM contract implies.
4. Question: We would like to confirm the dates listed in the RFP for Anticipated Construction Issue to Bid (January 3, 2023) and Anticipated Construction Contract Notice to Proceed (March 28, 2022).  
Answer: If all goes as we expect it will, we believe that these dates are good. However, as a City agency with consultant and construction contracts subject to City Council approval, we can never truly predict actions of City Council. If the schedule is too aggressive or lax for your team's participation, please advise by written RFI and the City will address.
5. Question: Does the shelter practice any shelter medicine at all/does it operate as a clinic?  
Answer: The plan for the new animal services facility is to have it operate as a clinic. At present, there are very limited clinical resources at the shelter and that impairs the ability of the facility to function well for community needs.
6. Question: What is the current size of the location? The RFQ simply says it is too small.  
Answer: The records show it is 4,500 SF, but that is probably the size of the cmu structure. Over time, sheds and trailers have been added to the site. Additionally, there is some pasture space. We have no formal documentation of the current facility as it is at the current time. A google earth search might be helpful. This is where the specialty consultant will be critical to the programming of the new facility. As an example, they could advise as follows: For a City of the size of Mobile, an animal services facility without a spay and neuter ordinance in place may be expected to be ???????? SF size and accommodate ?????? animals and have the following facilities ??????. A major component of the RFQ is to have an animal services facility/operator/designer expert provide programming for the facility as part of the services in the RFQ.
7. Question: At your convenience, please provide the list of regional veterinary design consultants as mentioned at yesterday's site visit.  
Answer: At the walkthrough, I thought there was an association to reach out to, but Ms. Greene corrected me. We don't have a list. Try a google search for "animal service facility design". Quite a few firms popped up.

**END OF ADDENDUM NO. 1**

**City of Mobile**  
**New Animal Services Facilities**  
**BG-054-22**

**Pre-Proposal Walkthrough**  
11:00am Wednesday, July 27, 2022  
855 Owens Street, Mobile, Alabama 36604

**AGENDA *with comments and additions***

1. Attendance roster: please sign and include a contact person, an e-mail address, and a phone number.
2. Introductions ***Jennifer Greene, Director of Programs and Project Management***  
***Cindy Klotz, Project Manager Architectural Engineering Department***
3. Discussion of Scope of Work.
  - a. The project consists of a new Animal Services Facility
  - b. Any questions on the RFQ shall be submitted as written RFIs to Cindy Klotz at [cindy.klotz@cityofmobile.org](mailto:cindy.klotz@cityofmobile.org).
  - c. Cut off time for submission of RFIs is by close of business August 3, 2022.
  - d. Official clarifications or corrections will be made by written \*addendum\* and posted on the City's website.  
<https://www.cityofmobile.org/services/business/bids/>
  - e. Only clarifications immortalized in addendums are valid, and the last one will be posted to the City's Website at close of business August 10, 2022.
  - f. The proposals are due in the A/E office no later than **3:00 PM on Wednesday, August 24, 2022.** Please note on page 11 of the RFQ there was a typo on the due date.
4. Special Instructions or conditions.
  - a. Equal Opportunity:
    - i. The City of Mobile, Alabama is an Equal Opportunity Employer and requires that all Contractors comply with the Equal Employment Opportunity laws.
    - ii. The City of Mobile also encourages and supports the utilization of Minority Business Enterprises and Proposer shall be in compliance with the City of Mobile's Minority Utilization Plan as adopted by the City Council.
    - iii. The Proposer shall provide an appropriately completed copy of the "City of Mobile Subcontracting and Major Supplier Plan" with the Proposal. Form shall document DBE Subcontractors participating in the project and, should the total % of DBE participation not meet the 15% minimum, all efforts to obtain DBE Subcontractors shall be documented on or attached to the DBE Form when submitted. (Forms attached to the RFQ as Exhibit 3.)

- iv. Contractors should contact the City of Mobile, Supplier Diversity Manager for assistance with DBE Subcontractor information and any questions regarding the DBE Compliance Forms. Contact Archnique Kidd at 251-208-7967. **A directory of DBE vendors can be found here:**  
<https://workwith.cityofmobile.org/DBEDirectory>

- 5. Additional Requirements at time of Contract execution:
  - a. A valid City of Mobile business license for the duration of the contract period
  - b. E-verify Documentation: The Beason-Hammond Taxpayer Protection Act applies to this project. Contractor shall comply with the requirements of this Act and show proof of enrollment in the E-verify program by submitting the electronically generated Federal E-verify document prior to signing of the consulting contract.
  - c. Certificate of Insurance in amounts and with endorsements as required by the City of Mobile: see Exhibit 2 attached to Proposal.
- 6. Walk of Facility – ***Photos are allowed under the understanding that they will never be posted publicly, on a proposer’s website, or distributed outside a proposer’s team without the written consent of the City of Mobile.***
- 7. Question and Answer Period:
  - a. ***Everything in the Proposer’s proposal is subject to public disclosure by the City of Mobile. If a Proposer has a concern with this, please advise the PM in writing prior to submittal of proposal, and we can advise/modify.***
  - b. ***Any materials prepared by the Proposers for this RFQ shall not be publicly posted. Additionally, if selected for the Work, the Team shall not post material concerning this project on their own websites unless City of Mobile approves of the posting in advance, in writing. It is not in the City’s best interest to have designs or partial designs posted prior to all approvals being made. If a Proposer has a concern with this, please advise the PM in writing prior to submittal of proposal, and we can advise/modify.***
  - c. ***The Proposer will also assist in site analysis of potential sites.***
  - d. ***The Proposer will be asked to provide renderings and other descriptive material for public display. They may be asked to participate, on a limited basis, with public presentations and question and answer sessions.***
  - e. ***Several attendees asked for data on the current Shelter Building and staffing levels. Ms. Greene advises that the City is not looking to re-create the current Shelter facility. The City expects to create a new Animal Services Facility that better accommodates the needs of the Community.***
  - f. ***In the RFQ, the City emphasized the need for a specialty ‘animal services consultant’ to be part of the project team. This consultant will be working with the City to formulate Space Allocation and Identification of Needs for a state-of-the-art animal services facility for a City of this size. The City will not be providing a program for the Facility. The Proposer will program, design, and then administer the construction contract.***

- g. It was noted that the City of Mobile is a separate entity from Mobile County. The City is responsible for Animal Services in the City limits only.**
  - h. Animals at the shelter include all varieties of sick, pregnant, domesticated, feral and healthy reptiles, cats, dogs, horses, chickens, turtles, goats, etc. The facility must be programmed to accommodate all common shelter animals and be flexible enough to accommodate exotic and unusual pets and animals. It is anticipated that healthy, neutered horses may be kept offsite with the police mounted unit, but that determination will be made during programming activities.**
  - i. The City of Mobile has frequent hurricane events, and the facility should be designed with this in mind. Although there are some evacuation events, it is more common that storm events consist of needing protection from high winds and extended power outages with animals staying at the facility. Programming and design shall consider methods of conditioning spaces, providing shelter, water, light, waste removal, etc that address storm events and extended power outages. It should also consider and identify areas that will need generators to operate during these times. There may need to be accommodation for staff to stay in the facility during these outages as they care for the animals. It is anticipated that staff will also be responsible for going out in the community to care and/or retrieve for pets/animals after storm events.**
  - j. At every stage of the programming and design process, the project budget must be estimated by the team. Thorough estimated project budgets at every stage or programming and design will not only help shape the programming and design, they will ensure a facility design that will not only be appropriate, but will assist the City in obtaining or allocating funding for the desired plans.**
  - k. The RFQ describes a very short timeline for programming and design, reflecting the priority the City of Mobile is giving this project. However, if a Proposer will have trouble meeting this timeline, please do not abandon the proposal. Rather, indicate in writing to the Project Manager a timeline that would allow participation by your team. The request will be considered as we move forward with the process.**
  - l. Written questions will be answered in an Addendum form and posted on the website only. There is no automatic notification on the website, so please check it every day or so. Proposers are responsible for checking the website.**
8. Adjourn