



WINNEBAGO COUNTY

— ILLINOIS —

County Administration Building
404 Elm Street
Rockford, Illinois 61101

Purchasing Department
Phone: 815-319-4380
Fax: 815-319-4381

April 9, 2025

ADDENDUM ONE

WINNEBAGO COUNTY FOREST PRESERVE – ARCHITECT SERVICES REQUEST FOR QUALIFICATIONS #25Q-2399

1. If known, when is this project expected to go to bid for contractors and what is the expected start date for construction? **We anticipate bidding the construction aspect by early summer, with construction beginning by the end of summer.**
 2. Are there specific response requirements/qualifications that should be included in the submission? (i.e., cover letter, staffing, project experience, etc.) **Please include company overview, staffing and project experience as well as references.**
 3. Page 9 of the RFQ lists “Fees and Expenses.” Should the RFQ submission include a proposed fee schedule for this project? **Please disregard all references to requesting proposed fees. We will evaluate based on submission qualifications and request fees at a later date.**
 4. There do not appear to be any RFQ response requirements listed for firms to include. Should responding firms supply qualification details based on the structure of the provided evaluation criteria? **Please include company overview, staffing and project experience as well as references. Evaluation criteria is referenced on Page 9.**
 5. Can you please clarify whether the County is looking for a full fee proposal? There is a “Fees and expenses” section that mentions fee models, but it is unclear whether we should be supplying something like hourly fees versus a full proposal for the cost of work. We typically do not see a request for fees for RFQs, but rather, RFPs. **Please disregard all references to requesting a budget for this project. Just include your fee structure, if applicable. We will evaluate based on submission qualifications and request fees at a later date.**
 6. Can you please clarify the geothermal component of the scope? **We do not have a required system or a known access but would be interested in exploring more if applicable.**
 7. How many hard copies of the proposal will be needed? **One hard copy, one memory stick.**
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8. Could you please clarify whether this is an RFQ or RFP? The following language asks for a fee, but it's stated as an RFQ. **Please disregard all references to requesting a budget for this project. Just include your fee structure, if applicable. We will evaluate based on submission qualifications and request fees at a later date.**
9. Can you share your construction budget for the entire project? **We cannot disclose at this time.**
10. The Scope of Work Section mentions "geothermal", is this a required system or something we just need to investigate? **We do not have a required system or a known access but would be interested in exploring more if applicable.**
11. Is there any specific scope of work required for the site/civil design that we need to take into consideration (new parking lot(s), sidewalks, etc.)? **We would require parking lot of at least 14 spaces for staff's personal vehicles and visitors, along with a side walk connecting the lot to the building.**
 - (From our civil engineer, if the answer to #3 is "yes") How many parking spaces are desired? **14**
 - Will access be paved or gravel? **A paved access is desired, dependent on fund availability.**
 - Is there any outside storage area(s) in addition to the parking and driveway that needs to be paved? **A suitable gravel staging area approximately 20,000 sf in size is required. Paving the staging area may be incorporated into the initial building phase, dependent on fund availability.**
12. Will the garage be used for vehicle storage only or will vehicle repair/maintenance be part of the operation? **The garage space will be used for equipment and vehicle storage, and as a general workspace. It is not anticipated to require any dedicated repair or maintenance equipment.**
13. Is fire protection a must or could it be omitted if allowed by code? A building without city water will require a holding tank, fire pump, generator and a fire rated room dedicated room for the pump. This can be very costly. **Fire protection may be omitted if allowed by code. We do not anticipate this project requiring a fire suppression system.**
14. Is in-floor heat desired in the garage area? **In floor heating is not a requirement, but we are interested in exploring the most cost-effective ways to heat the space, which may include the use of geothermal or in floor heating.**
15. Any special requirements for site items? Parking stall numbers (car and truck), staging areas, trash dumpster, etc. **We are looking for 14 parking stalls for staff's personal vehicles and a gravel staging area approximately 20,000 sf in size. The staging area may be paved in the initial building phase, dependent on fund availability.**

Additional items desired at the site that may be incorporated into the initial build phase, dependent on fund availability include:

- **An above ground, double walled diesel and gasoline fuel station**
- **Perimeter fence enclosing shop and staging area**
- **A solarium or greenhouse attached or near to shop structure**

16. Is there a proposal of our price that should be submitted with the RFQ? **We will request a formal budget proposal for this project upon short listing from the qualifications. You may include your company fee structure if applicable.**
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17. Is there a project budget, including construction costs? **A budget has not been developed, but it will include construction costs.**
18. Is there an anticipated project schedule? The RFQ indicates that a timeline is included, but I don't see it in the PDF or on the County website. **We anticipate bidding the construction aspect by early summer, with construction beginning by the end of summer. The other schedule referenced is the solicitation schedule of events.**
19. Are there diversity goals for the project? None are listed. **There are no diversity goals for the project.**
20. Will the County provide the survey and geotechnical report, or will the A/E be responsible for these items? **We are open to recommendations for handling either way.**
21. Will any of the proposed sites require an environmental assessment? If yes, will these services need to be provided by the A/E? **We are assuming yes, but would understand more as the site location is finalized. We are open to recommendations for handling either way.**
22. I had a question regarding the furniture design for the maintenance building. The RFQ reads "This proposal is to include all FF&E including furniture, fixtures, equipment, signage, security, and AV". Our intent is to provide the general furniture layout and write a specification that captures multiple manufacturers so we aren't single sourcing the furniture. Is this acceptable? **Yes that is acceptable for this project.**

END OF ADDENDUM ONE
