

## **ADDENDUM #1, REQUEST FOR PROPOSALS #2024-01, 12/06/2024**

The Request for Proposals is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum which is hereby made part of the RFP. Respondent shall consider this Addendum when preparing and submitting its Proposal.

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

1. Regarding low voltage; would things like POS be on the tenant or part of the project?

POS – **The responsibility of the tenant.**

Digital menu boards at each vendor stall – **Should be considered part of the scope.**

Public wifi system – **Not needed - Existing**

Does security system need upgrading? - **No**

Digital video screens for brand messaging, promotions and vendor information – **Should be considered part of the scope.**

Projected or large format video for performances and special events – **Not unless it is part of a specific design element you're proposing.**

Audio system for ambient amplified sound system, performances or special events – **Not necessarily for performances, but ambient music for the dining area should be considered part of the scope.**

2. Cost estimating and budgeting; in the schematic design phase, it mentions cost-estimating. To what degree are we expecting the consultants to assist with cost-estimating or is it on the contractor?

**This is a Design, Bid, Build project. Any conflicting information in the RFP will be amended to reflect DBB. This will be on the contractor.**

3. Is there expectation of phasing and maintaining operations during construction?

**During the previous renovation of the building in 2010, the operations of the building were halted entirely for about 1 year. During this refresh project, we need to work to limit closures so the small businesses in the building can maintain operations as much as possible and stay in business. We understand some closure will be necessary.**

4. Do you have a budget in mind?

We've analyzed other projects and have an understanding of an average cost that this refresh may have. Based on the square footage of our scope area and similar project averages, we expect the total project from design to completion to be somewhere in the range of \$3.6 Million.

5. How do the building's hours affect usage?

The building is currently open from 11am-4pm Mondays, 11am-7pm Tuesdays and Wednesdays, and 11am-9pm Thursday-Saturday. Closed Sundays.

We receive many different visitor groups across those hours. Our restaurants with outdoor dining do a good breakfast/brunch business before the building opens. Our lunchtime crowd is made up of business people looking for a place for a lunch meeting, school groups visiting museums, and tourists from our Downtown hotels. We have a small but growing group of dinner guests, especially with the growing downtown residents. Late night, Fork in the Market and The Hatch have a bar crowd in their dining areas after the common area of the building closes.

6. Will the MBF be issuing existing building plans?

Yes. We have gotten our hands on existing plans and will be posting shortly.

7. Is roof replacement part of the scope?

No

8. Is there a goal to keep a variety of seating options or focus on introducing monetization opportunities to the seating area?

Both of these items are goals. We hope to introduce new and varied seating options and monetize spaces to increase Foundation income.

9. How many ground floor events are typically hosted in a year?

We host 2 or 3 rental events on the ground floor. We host several non-profit or community group events on the mezzanine level. We also participate in downtown events including Dickens of a Christmas, St. Patrick's Day, and other events. The goal is to incorporate the building into events that already take place. Like packet pickup for races, starting point for tours, etc.

10. Were there any ideas from the previous proposal we (MBF) were fond of?

The ideas we liked from the previous rendering of the space have been woven through this request.

11. Do we want to utilize existing lines on the floors for vendors?

Feel free to reimagine the space.

12. Were there any benchmarking tours done at other food halls?

Not during the branding process. We are open to the idea.

13. Were there any success stories discovered from the renovations?

The space was left bright, open to sunlight, and with a freshened interior.

14. Do restaurants see more business on the exterior or the interior?

It depends on the restaurant. Interior-only restaurants see all of their traffic from the common area. Some exterior facing restaurants still see more traffic from the inside. Fork in the Market, Scrambled, and The Hatch see more business from their dining areas on the exterior. It's important to note that we want to reactivate the counters of those three restaurants to increase all levels of traffic into the common area.

15. Do restaurants maintain the canvas coverings for outdoor seating areas or does the MBF?

The restaurants maintain the canvas. The initial investment was a partnership between the Foundation and restuarants.

16. Are the planters vehicle rated bollards?

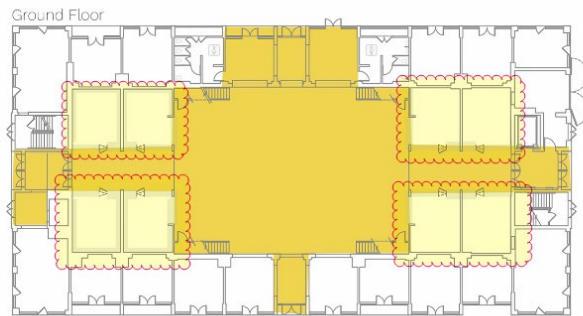
Not that we know of.

17. Are the exterior doors/hardware part of the scope?

a. Should they be changed or kept as-is?

The exterior door hardware should be kept as, is but the entrance areas may be decorated with branded elements, signage, or otherwise to increase traffic, in keeping with Roanoke's historical guidelines.

18. Based on the conversation at the pre-proposal meeting, we understand that the scope of work is limited to what the guest sees, but to double check, are any of the interior or exterior food/retail vendor spaces to be included in the scope of work? Specifically, please clarify regarding the interior spaces that open into the court/court entry:



Specifically about the interior spaces open to the food court, the counters, service windows, doors/access into the spaces, lighting, signage, and customer facing areas are all part of the scope. The outdoor tenant dining areas are not part of the scope except as it relates to the outdoor dining canopies and furnishings. The interiors of the kitchens are not part of the scope.

19. Has a program been established for the open food court space and the mezzanines? Is a programming exercise to be included in the scope of work?

Programming has been discussed and recommendations have been made by our branding agency. Please see the survey, programming, application PDF on [CityMarketBuilding.com/RFP](http://CityMarketBuilding.com/RFP)

20. We understand that the Market Building itself is to remain largely as-is but could you please clarify if any specific elements and components on the exterior of the building are to be included in the scope of work and to what extent we are allowed to modify them. Are updates to the building itself required?

Updates to the main entrances of the building, and making those more welcoming are included in the scope. As it relates to the actual structure of the building; no.

21. We understand that BOH modifications are limited but is there any back of house or kitchen space to be included in the scope of work?

No

22. Are full furniture selections and specifications to be included in the scope of work?

Yes

23. Are any public restrooms to be included in the scope of work?

No

24. If available, please provide any current information about target user profiles and demographics both current and aspirational

Please see the Survey, Programming, application PDF for this information.

25. Has a target seat count been established? If so, please provide

No.

26. Section 3 paragraph B notes that the ‘Based on the approved Schematic Design package, the awarded firm shall..’ Please clarify that a design team will be awarded prior to Schematic Design.

Yes, the awarded firm will be selected prior to schematic design. Under section 3 – any reference to the “awarded firm” refers to the design team.

27. Please confirm if the scope includes any of these items, or identify those which are the responsibility of the vendor:

- a. New finishes at vendor die walls and bulkheads - Yes
- b. An organized and defined area for each vendor’s primary and secondary signage - Yes
- c. An organized and defined digital menu board[s] location for each vendor - Yes
- d. Unified general lighting at vendor bulkheads, upgraded to LED with proper color temperature and color rendering index lamps - Yes
- e. New stall entry doors - Yes
- f. New counters and sneezeguards - Yes

28. Please clarify the mixed information on cost estimating. Page 4 states a preliminary pricing package will be submitted to a general contractor for initial construction pricing yet the project will be an open bid at an undetermined point in the future.

As a clarification, this is a Design, Bid, Build process. Any information to the contrary will be amended in the RFP.

29. Please clarify how 35 points for fee proposal will be used towards shortlisting firms when a non-binding fee proposal will only be submitted by shortlisted firms. ☐ We would like to confirm if the fee proposal is due with the technical proposals or at a later time?

The fee discussed in the evaluation criteria is the design fee as part of the proposal. This is a Design, Bid, Build process. Any information to the contrary will be amended in the RFP.

30. Would you prefer the proposals follow the order on page 10 of 24 under “Section 8 Terms of Contract” or the order on page 14 of 24 Evaluation Criteria?

Page 10, Section 8, Term of Contract and Proposals, discusses requirements that proposals must include, but not necessarily an order. If you would like to follow a specific order, the Evaluation Criteria could be that, except in cases where information from separate criteria would work better together, and out of that order.

Please sign and return with your proposal.

Recognition of receipt:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

END OF ADDENDUM