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February 21, 1992

TO: Distribution

FROM: Rich Robinson, Director
Office of Special Projects

STATUS FOR PREPARATION OF THE DOWNTOWN COURT/OFFICE BUILDING REQUEST FOR PROPOSALS (RFP)

The purpose of this memo is to bring you up to date on the status of the preparation of the RFP for the Downtown Court/Office Building. It is our intent to have the RFP ready for distribution on February 26, 1992. The RFP will be due on April 15, 1992. A pre-proposal conference has not yet been scheduled. Much of the form and structure of the RFP will remain the same as in the draft RFP (eg. title page, letter of introduction, most of the elements of your development proposal, a complete financial report, evidence that your firm/development team can be bonded for performance, existence of development approvals). Therefore you may wish to begin now assembling such information.

Staff and consultants are refining and developing the following information that will be included in the RFP:

1. <u>The specific responsibilities of each member of the development team</u>. This will allow developers to submit a cost proposal which can be fairly compared to other proposals.

2. <u>The specific responsibilities of the County's "construction consultant"</u>. This firm will provide project management oversight responsibilities. Rather than being a traditional construction manager which is responsible for coordinating day to day construction activities on the job site, the Project Management Consultant will provide assistance in such areas as reviewing contract bid documents for completeness, assisting in value engineering, reviewing design documents and making recommendations regarding proposed change orders and claims.

3. The and conditions that would permit changes to your development team. In order to preserve the integrity of the RFQ/RFP process, the County will generally not permit changes to your development team unless there are significant reasons to do so. For example, if a member of your development team is also providing advice to the County on this project (eg. architect) you would then be allowed to substitute a qualified architect (ie a conflict of interest). However adding or substituting a new developer to simply "strengthen" your proposal will not be permitted.

4. Incorporation of the recommended cost cutting proposals in the McGraw/Baldwin Program Statement. The Board approved a number of cost saving proposals and these will be incorporated in the Program Statement being finalized by McGraw/Baldwin Architects.

We remain committed to move this process along as expeditiously as possible. It was felt however to take a few extra days to make sure that RFP is very clear on the specific information we require.

If you have any further questions please free to call Nick Marinovich at (619)-531-5275 or Dick Greene at (619)-495-5742.

RICH ROBINSON, Director
Office of Special Projects

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