

DATE: 6 April 2012

FROM: WALLER, TODD & SADLER ARCHITECTS, INC.
1909 CYPRESS AVENUE
VIRGINIA BEACH, VA 23451

TO: ALL PROSPECTIVE BIDDERS

RE: **ADDENDUM NO. 1**
TO THE REQUEST FOR PROPOSAL DOCUMENTS FOR:
MUNICIPAL / E911 BUILDING
SUFFOLK, VIRGINIA

This Addendum forms a part of the Contract Documents and modifies the original Request for Proposal Documents dated March 14, 2012 as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

PERTAINING TO PROPOSAL PREPARATION

1. In the RFP all references to the Date of Acceptance of Proposals shall be **CHANGED** to “PROPOSALS SHALL BE RECEIVED BY **5:00p.m., Monday, May 14, 2012.**” Last date for written questions and clarifications shall be no later than 5:00 p.m., **May 7, 2012.** Last date for issuance of a written addendum shall be not later than **May 10, 2012.**
2. Release of electronic CADD files
 - a. The electronic CADD files will be released to the Design/Builder (D/B). Files will include the site survey, proposed site layout, proposed right of way improvements along Washington Street, and proposed floor plans.
 - b. The authors of the RFP make no representation as to the accuracy of the CAD files with regard to code requirements and ADA requirements. Design/Builder shall ensure the final design meets all applicable codes and requirements. The proposed site layout and floor plans are for schematic purposes only and shall be used for reference only. The schematic floor plans shall not be used to determine the square footage of any spaces. The Building Program provided in the RFP shall take precedence over the floor plans in the case of any discrepancies between such.
 - c. Any Design/Builder wishing to obtain the files must sign the electronic file release forms and provide payment of \$10.00 in check form made out to Waller, Todd and Sadler Architects. These forms must be signed by a representative of the General Contractor (GC) and such forms shall apply to all sub-contractors of that GC. The GC may share these files with all members of their D/B Team by means of a secure FTP site or copies of the compact disk.
 - d. Three separate electronic release forms are attached to this Addendum and all three are required to be returned with signatures prior to obtaining the files on a compact disk (CD). The CD will be available for pick up at Waller, Todd and Sadler Architects. The forms may be dropped off in person or emailed to the following:

Waller, Todd and Sadler Architects
1909 Cypress Ave,
Virginia Beach, VA 23451
757-417-0140
wts@wtsarch.com

3. The evaluation committee for the RFP shall include the following:

- Chief of Police, or designee
- Deputy City Manager, or designee
- Director of Capital Programs and Buildings, or designee
- Director of Planning and Community Development, or designee
- Director of Budget and Strategic Planning, or designee
- Purchasing Agent, or designee

PERTAINING TO RFP

PART 1: D/B Request for Proposal with List of Attachments

- Page 3 Para. I: **DELETE** the entire paragraph labeled **Estimated Cost Range** and **REPLACE** with the following
- “**ESTIMATED COST RANGE:** THE OWNER’S ESTIMATED BUDGET AMOUNT FOR DESIGN AND CONSTRUCTION IS \$20,000,000, **EXCLUDING** NOTED ADDITIVE BID ITEMS. COST PROPOSALS THAT ARE WITHIN AN ACCEPTABLE RANGE OF THE ESTIMATE BUDGET WILL BE VIEWED AS MORE FAVORABLE. ALL ITEMS LISTED IN THE RFP AS NOT IN CONTRACT (NIC), BY OTHERS, OR BY OWNER VENDOR SHALL NOT BE PART OF THE DESIGN/BUILDER’S CONTRACT AND ARE NOT INCLUDED IN THE ESTIMATED \$20,000,000 BUDGET.”
- Page 3 Para. I: **DELETE** the entire paragraph labeled **Alternate Bids** and **REPLACE** with the following
- “**ALTERNATE BIDS:** ALTERNATE BIDS ARE NOTED ON THE COST PROPOSAL FORM AND DESCRIBED IN THE RFP, IN PART 2, SECTIONS SITE PERFORMANCE REQUIREMENTS AND BUILDING PERFORMANCE REQUIREMENTS. THE CITY’S DESIRE IS TO AWARD THE BID ALTERNATES TO THE DESIGN/BUILDER, SUBJECT TO APPROPRIATION OF FUNDS.”
- Page 4 Para. III.b Financial Criteria: 40%: **DELETE** the last sentence “Bid alternates are listed in order of priority on the Cost Proposal Form.” and **REPLACE** with “THE PRIORITY OF THE BID ALTERNATES IN DETERMINING THE OVERALL COST PROPOSAL SHALL BE IN THE FOLLOWING ORDER:
- Alternate Bid #5
 - Alternate Bid #6
 - Alternate Bid #1
 - Alternate Bid #2
 - Alternate Bid #3
 - Alternate Bid #4
- Page 8 Item 3, **DELETE** the sentence “AT A MINIMUM, SUBMIT AN OVERALL CONCEPTUAL SITE LAYOUT FOR THE PROJECT SITE, CONCEPTUAL FLOOR PLANS AND BUILDING ELEVATIONS.” and **REPLACE** with “AT A MINIMUM, SUBMIT OVERALL CONCEPTUAL DRAWINGS TO INCLUDE THE FOLLOWING:”
- Page 9 Item 5, Project Schedule:
- ADD** after the last sentence “PHASE ONE CONSISTS OF THE MUNICIPAL/E911 BUILDING AND ADJACENT CIVIL WORK ALONG W.WASHINGTON AND HENLEY. IN ADDITION, PHASE ONE INCLUDES AND THE SUBSTANTIAL COMPLETION OF THE E911 CALL CENTER AS AN EARLY COMPLETION DATE, PRIOR TO SUBSTANTIAL COMPLETION OF THE REST OF THE BUILDING. PHASE TWO CONSISTS OF THE DEMOLITION OF THE EXISTING BUILDING,

RADIO TOWER AND SITE AMENITIES, AND COMPLETION OF ALL SITE WORK AND REMAINING ROADWAY IMPROVEMENTS. SEE CIVIL PHASING PLANS.”

Page 9

Item 5.a, Project Schedule:

REVISE the first sentence to “PHASE ONE CONSISTS OF A TOTAL OF 640 DAYS, TO INCLUDE 535 DAYS FOR THE EARLY SUBSTANTIAL COMPLETION FOR THE E-911 CALL CENTER, PLUS ANOTHER 105 DAYS FOR SUBSTANTIAL COMPLETION OF THE MUNICIPAL BUILDING AND PHASE ONE SITE WORK.”

ADD the following paragraphs:

- “g. PHASE TWO SHALL START AT THE COMPLETION OF PHASE ONE, AND HAVE A DURATION OF 246 DAYS.
- h. THE E911 CENTER WILL BE OCCUPIED AFTER 535 DAYS TO ALLOW FOR EQUIPMENT INSTALLATION AND COMMISSIONING OF THE E911 SYSTEMS (APPROXIMATELY 4 MONTHS).
- j. UPON SUBSTANTIAL COMPLETION OF PHASE ONE, THE OWNER WILL REQUIRE 2 MONTHS TO MOVE OUT OF THE EXISTING BUILDING BEFORE ANY HAZARDOUS MATERIAL ABATEMENT AND DEMOLITION WORK CAN BEGIN.”

PART 1: Standard General Agreement

Page SGC-18 Para. 6.08, Permits: **ADD** at the end of the paragraph “DESIGN/BUILDER SHALL NOT INCLUDE THE BUILDING PERMIT FEE IN THEIR COST PROPOSAL. THE BUILDING PERMIT FEE WILL BE THE RESPONSIBILITY OF THE CITY OF SUFFOLK. HOWEVER, THE DESIGN/BUILDER WILL BE RESPONSIBLE FOR THE VARIOUS TRADE PERMIT FEES (ELECTRICAL, PLUMBING, ETC.), AND SHOULD INCLUDE THEM IN THEIR COST PROPOSALS.

PART 1: Cost Proposal Form

Page CP-1 **DELETE** this section in its entirety and **REPLACE** with the revised “EXHIBIT “B” COST PROPOSAL FORM”. See attachment.

PART 2: Project Description and Objectives

Page 2 After the last paragraph, **ADD** a new paragraph with the following:
“THE FENESTRATION ON THE BUILDING SHALL PROVIDE FOR A MINIMUM OF 30% GLAZING. REGULARLY OCCUPIED SPACES SHOULD HAVE AS MUCH CONTROLLABLE NATURAL LIGHT AS POSSIBLE. THIS SHALL INCLUDE OPEN OFFICE AREAS TO THE GREATEST EXTENT POSSIBLE. SILL HEIGHTS FOR OFFICE AREAS SHALL BE A MINIMUM OF 24” AND MAXIMUM OF 40” HIGH. THERE ARE NO MINIMUM SILL HEIGHTS IN LOBBY SPACES. DUE TO THE NEED FOR VIDEOTAPING OF MEETINGS WITHIN THE COUNCIL CHAMBERS, THIS SPACE SHALL NOT BE PROVIDED WITH UNCONTROLLABLE NATURAL LIGHT, AND IS NOT REQUIRED TO BE FACTORED INTO THE MINIMUM FENESTRATION CALCULATION.”

PART 2: Overall Planning and Design Guidelines

DELETE this section in its entirety and **REPLACE** with the revised “PART 2: OVERALL PLANNING AND DESIGN GUIDELINES”. See attachment.

PART 2: Space Requirements Data Sheets

Page 20 Room CC-101: In the Special Requirements section after “Room shall be dividable at railing” **ADD** the following “BY MEANS OF A OPERABLE PANEL PARTITION OR DIVIDING CURTAINS ON TRACKS.”

Page 128 Room IT-108: In the Equipment section after “(Total of 15 Racks)” **ADD** “RACKS SHALL BE NIC”

PART 2: Building Performance Requirements

Page 1 **ADD** the following paragraphs to the beginning of this section after “BUILDING PERFORMANCE REQUIREMENTS”.

“ALTERNATE BIDS

1. PROVIDE FOR THE FOLLOWING ALTERNATE BIDS AS DEFINED BY THE FOLLOWING WORK:

a. ALTERNATE NO. 5 (ADDITIVE BID) – DESCRIPTION: DEMOLITION AND HAZARDOUS MATERIAL

THIS ALTERNATE INCLUDES ALL WORK ASSOCIATED WITH THE DEMOLITION AND HAZARDOUS MATERIAL ABATEMENT OF THE EXISTING MUNICIPAL BUILDING AND RADIO TOWER.

b. ALTERNATE NO. 6 (ADDITIVE BID) – DESCRIPTION: PHASE 2 CONSTRUCTION COST ONLY (NOT DESIGN)

THIS ALTERNATE INCLUDES ALL WORK ASSOCIATED WITH THE CONSTRUCTION OF PHASE 2 WORK AS DEFINED BY THE RFP, WITH THE EXCEPTION OF DEMOLITION AND HAZARDOUS MATERIAL WORK INCLUDED IN ALTERNATE NO. 5. THIS ALTERNATE IS FOR THE CONSTRUCTION COST ONLY AND SHALL NOT INCLUDE ANY COSTS FOR ENGINEERING, DESIGN AND CODE APPROVAL EFFORTS. THE DESIGN/BUILDER SHALL BE RESPONSIBLE FOR OBTAINING AN APPROVED SITE PLAN FOR THE ENTIRE SITE, INCLUDING ALL PHASES OF WORK.”

Page 26 Para. 22.c.(2): **DELETE** the entire paragraph and **REPLACE** with the following:

“ALL MAJOR MECHANICAL EQUIPMENT, INCLUDING BUT NOT LIMITED TO AIR HANDLING UNITS, AIR CONDITIONING UNITS, TERMINAL UNITS, AND ASSOCIATED DDC CONTROLS, SHALL BE MANUFACTURED AND SUPPLIED BY TRANE.”

Page 42 Para. 25.b.(1): **DELETE** the entire paragraph and **REPLACE** with the following:

“FIRE ALARM SYSTEM SHALL BE DESIGNED AND PROVIDED UNDER THIS CONTRACT. SYSTEM SHALL BE DESIGNED TO BE IN FULL COMPLIANCE WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE, NFPA 72; SHALL BE MANUFACTURED BY NOTIFIER; AND SHALL BE FULLY INTEGRATED WITH THE EXISTING HONEYWELL PROWATCH CITY SYSTEM.”

PART 4: Technical Specifications

Section 101101 **DELETE** section in its entirety.

Section 283100 **DELETE** paragraph A.3 in its entirety.

RFI QUESTIONS AND RESPONSES

1. Please reference the Cost Proposal Form CP1:
 - a. Is the subtotal line below the alternates inclusive of the alternates only or does it include the base bid as well as the alternates?
RESPONSE: The subtotal for Base bid excludes alternates.
 - b. Also, Is the owner contingency on the base bid only or is it inclusive of the base bid and the alternates?
RESPONSE: See revised Cost Proposal Form. Owner contingency shall be placed on both the base bid and alternate bid subtotals.
2. Will the CAD Drawings for Building and Site be made available?
RESPONSE: Yes, CAD files are being released as part of this Addendum.
3. The data sheets reference acoustical ceiling tiles, does the Owner want acoustic ceiling panels?
RESPONSE: Yes, see spec section 095113
4. Are marker boards in contract?
RESPONSE: No, markerboards, tackboards and tackstrips shall be by the Owner.
5. Size of copy room CL-106 (30 SF) too small? Does it need to be accessible?
RESPONSE: All spaces need to be accessible. The designation of 30 SF for the Copy Station in the building program and in the room data sheets provides designated space for the copy area in the corridor or another room. It is not required that this department has a separate Copy Room.
6. Are furnishings in executive session meeting room CC-104 in contract? Most other furnishings are NIC.
RESPONSE: The following furnishings noted in Room CC-104 shall be NIC, Conference Table and Chairs, Guest Chairs, and Podium.
7. Room Data sheets identify an STC rating for some rooms; please clarify what this applies to. Does it include glazing (i.e. room IT-104)
RESPONSE: Provide insulated glass at all locations that require glazing in partitions with an STC rating of 45 or above. Doors shall be required to meet the STC rating of the partition in which they are located.
8. Many private offices are indicated to have task lighting, should it be assumed that this will be part of the systems furnishings package and not part of this contract?
RESPONSE: Yes, task lighting shall be NIC.
9. Are IT Racks in room IT108 NIC?
RESPONSE: Yes, IT and E911 equipment racks shall be NIC.
10. Verify who will be preparing the furnishings and equipment package. (for coordination purposes)
RESPONSE: The Owner shall contract with a firm to prepare the furnishing and equipment package. The execution of the FFE package has yet to be determined.
11. On page 9, TECHNICAL FACTOR 2 – DESIGN BUILD SOLUTION, Item 5 – Project Schedule Paragraph a. Phase One and Two time frames are confusing. Will the E911 Call Center be occupied after 535 days or 640 days? Paragraph b. Phase Two gives us 246 days - when does this duration start, after the

535 days or the 640 days? Does this kick in after substantial completion is achieved of the entire building?

RESPONSE:

- a. Project shall be constructed in two phases. Phase One consists of the Municipal/E911 Building and adjacent civil work along W.Washington and Henley. Phase One includes and the Substantial Completion of the E911 Call Center as an early completion date, prior to Substantial Completion of the rest of the building. Phase Two consists of the demolition of the existing building, radio tower and site amenities, and completion of all site work and remaining roadway improvements. See civil phasing plans.
- b. Phase One shall be a total duration of 640 days, with an early Substantial Completion of the E911 Call Center at day 535, allowing another 105 days for the completion of the Phase One work.
- c. Phase Two shall start at the completion of Phase One, and have duration of 246 days.
- d. The E911 Center will be occupied after 535 days to allow for equipment installation and commissioning of the E911 systems (approximately 4 months).
- e. Upon Substantial Completion of Phase One, the owner will require 2 months to move out of the existing building before any abatement and demolition work can begin.

ATTACHMENTS

- a. Electronic Release Forms from: WPL; Kimley-Horn and Associates, Inc; Waller, Todd and Sadler Architects, Inc.
- b. EXHIBIT "B" Cost Proposal Form
- c. PART 2: Overall Planning and Design Guidelines
- d. Pre-proposal meeting Agenda and Sign-in Sheet

END OF ADDENDUM NO. 1



ELECTRONIC DATA EXCHANGE AGREEMENT

Date:

Project Name: MUNICIPAL AND E911 BUILDING SUFFOLK, VIRGINIA

Project Number:

Receiver's Company:

Receiver's Name:

Sent By:

Date Being Transmitted:

The electronic data files to be transmitted contain project data that is being supplied at the receiver's request. The survey is current as of February 2012, but may not represent current conditions. The receiver shall therefore be responsible for verifying that the data contained in the transmission matches the most current set of documents. The receiver shall be responsible for using the data supplied in accordance with applicable copyright laws and WPL implies no waiver of said laws and/or restrictions by supplying this data.

WPL does not guarantee the transmitted data can be accurately translated, decompressed, or otherwise processed for use in the manner intended by the receiver. The receiver shall be solely responsible for any delays which result from the failure of the transmitted data to meet the expectations of the receiver, including those failures which result directly from improper data processing by WPL or failures that result from incompatibility of the receiver's CAD software.

Should the receiver not be able to process the data supplied in the manner expected or if said data is corrupted, WPL will only be liable for retransmitting the data subject to the conditions of this agreement.

Use of this data in any way shall constitute the receiver's agreement with the terms stated herein. This agreement is general in nature and is therefore subject to the conditions, terms, or other restrictions of any other specific agreements between the receiver and WPL.

Receiver's Signature

Printed Name

ERIC SMITH

Date

4-2-12

WPL Approval

Printed Name

Date

Standard form agreement for the transfer of electronic data between WPL and a party not in the direct employ of WPL. All data transfers to parties not in the employ of WPL shall be approved by the Principal-in-Charge.



Kimley-Horn
and Associates, Inc.

■
Suite 500
4500 Main Street
Virginia Beach, Virginia
23462

Date: _____

Company: _____

Address: _____

Phone: _____

Subject: Engineering Plans for City of Suffolk RFP# 2012-00077, W.
Washington Street/Henley Place Intersection Improvement
Project and Site Plans for City of Suffolk RFP# 2012-00077,
Municipal & E911 Building

To whom it may concern:

Pursuant to your request and in accordance with direction given under our agreement with the City of Suffolk for the above listed project, Kimley-Horn and Associates, Inc., is prepared to provide, subject to your **execution of this indemnification agreement**, a digital drawing file of the **Engineering Plans for City of Suffolk RFP# 2012-00077, W. Washington Street/Henley Place Intersection Improvement Project and Site Plans for City of Suffolk RFP# 2012-00077, Municipal & E911 Building, both dated March 14, 2012**, for the above-referenced project in a .dwg format.

This information is provided solely for your convenience only; Kimley-Horn does not make any representations or warranties, either express or implied, as to its suitability for any specific purpose. While we believe these drawing files to be accurate at the time of retrieval, this media and its contents can be easily altered or corrupted either purposely or inadvertently through any number of sources.

For this reason, by accepting delivery hereof, the recipient **hereby agrees to indemnify and hold harmless Kimley-Horn & Associates, and their officers, directors and employees from any and all liability that may arise or result from the use of this information by your firm, employees, agents or sub-contractors.**

This information is subject to change. Coordination for updates is the responsibility of the recipient. Kimley-Horn is not responsible to the recipient, or any other users allowed by the recipient to utilize this data, for updating the files or for compatibility with the user's hardware and/or software. It is the users'

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TEL 757 213 8600
FAX 757 213 8601



Kimley-Horn
and Associates, Inc.

responsibility to examine the files for virus contamination, prior to use thereof.

If the above meets with your approval, please acknowledge your acceptance thereof by your execution in the space provided below.

Should you have any questions or comments, please do not hesitate to contact this office.

Sincerely yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Benjamin S. Slaughter, P.E.

Benjamin S. Slaughter, P.E.
Project Engineer

Accepted by **(company name)** _____ and intending hereby to be legally bound:

By: _____
Signature

Date: _____

Printed Name and Title

(If Corporation, affix Corporate Seal)

**An Agreement Between Architect of Record (ARCHITECT) and Contractor
for Transfer of Computer Aided Drafting (CAD) Files on Electronic Media
Prepared by the Council of American Architects**

Architect of Record (ARCHITECT):
Waller Todd and Sadler Architects

Contractor _____

Project No.: WTS 1036H Date: April 3, 2012
Project Name: Municipal / E911 Building Design Build RFP for City of Suffolk
Location: Suffolk, Virginia

The ARCHITECT will provide CAD files on the above referenced project, dated for the convenience of the Design/Builder in preparing a proposal response to the RFP.

Drawings were prepared on the following:
Software: AutoCAD, Revit

Version: R2010, various

Contractor shall pay ARCHITECT a
service fee of

**Exchange Blank CD for Drawing (\$ 10.00)
CD**

TERMS AND CONDITIONS:

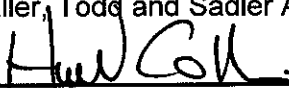
1. The ARCHITECT makes no representation as to the compatibility of the CAD files with any hardware or software.
2. The ARCHITECT makes no representation as to the accuracy of the CAD files with regard to building codes and ADA requirements. Design/Builder shall ensure the final design meets all applicable codes and ADA requirements.
3. The CAD files are for schematic design purposes only and shall not be used as the final design or to determine the square footage of any spaces. The Building Program provided in the RFP shall take precedence over the schematic floor plans in the case of any discrepancies between square footages.
4. Since the information set forth on the CAD files can be modified unintentionally or otherwise, the ARCHITECT reserves the right to remove all indicia of its ownership and/or involvement from each electronic display.
5. All information on the CAD files shall be considered instruments of service of the ARCHITECT and shall not be used for other projects, for additions to this project, or for completion of this project by others. CAD files shall remain the property of the ARCHITECT, and in no case shall the transfer of these files be considered a sale.
6. The ARCHITECT makes no representation regarding the accuracy, completeness, or permanence of CAD files, nor for their merchantability or fitness for a particular purpose. Addenda information or revisions made after the date indicated on the CAD files may not have been incorporated. In the event of a conflict between the Architect's sealed contract drawings and CAD files, the sealed contract drawings shall govern. It is the Contractor's responsibility to determine if any conflicts

exist. The CAD files shall not be considered to be Contract Documents as defined by the General Conditions of the Contract for Construction.

7. The use of CAD files prepared by the ARCHITECT shall not in any way negate the Contractor's responsibility for coordination with other trades or for the proper checking and coordination of dimensions, details, member sizes and gage, and quantities of materials as required to facilitate complete and accurate fabrication and erection.
8. The Contractor shall, to the fullest extent permitted by law, indemnify, defend and hold harmless the ARCHITECT, and its subconsultants from any and all claims, damages, losses, expenses, penalties and liabilities of any kind, including attorney's fees, arising out of or resulting from the use of the CAD files by the Contractor, or by third party recipients of the CAD files from the Contractor. The (sub)contractor shall provide evidence of insurance by providing a certificate of insurance for general liability and professional insurance with regard to design work to be performed by the (sub)contractor.
9. The ARCHITECT believes that no licensing or copyright fees are due to others on account of the transfer of the CAD files, but to the extent any are, the Contractor will pay the appropriate fees and hold the ARCHITECT harmless from such claims as may arise.
10. Any purchase order number provided by the Contractor is for Contractor's accounting purposes only. Contractor's purchase order terms and conditions are void and are not a part of this agreement.
11. Payment of the service fee is due upon transfer of the CAD files.
12. This agreement shall be governed by the laws of the principal place of business of the ARCHITECT.

AUTHORIZED ACCEPTANCE

By Architect
of Record (ARCHITECT)
Waller, Todd and Sadler Architects



Signature

Howard J. Collins, President

Print Name and Title

April 3, 2012

Date

By Contractor

Signature

Print Name and Title

Date

MUNICIPAL / E911 BUILDING
 Cost Proposal Form

RFP # 2012-00077

Line No.	Spec Div	Description	Total
1		Design & Engineering	\$
2	1	General Requirements/General Conditions	\$
3	2	Existing Conditions	\$
4	3	Concrete	\$
5	4	Masonry	\$
6	5	Metals	\$
7	6	Wood & Plastics	\$
8	7	Thermal & Moisture Protection	\$
9	8	Doors and Windows	\$
10	9	Finishes	\$
11	10	Specialties	\$
12	11	Equipment	\$
13	12	Furnishings	\$
14	14	Conveying Equipment	\$
15	21	Fire Suppression	\$
16	22	Plumbing	\$
17	23a	Major HVAC Equipment to be provided by TRANE	\$
18	23b	Heating, Ventilating, and Air Conditioning (HVAC)	\$
19	26	Electrical	\$
20	28	Electronic Safety and Security	\$
21	31	Earthwork	\$
22	32	Exterior Improvements (Site Improvements)	\$
23	33	Utilities	\$
24		Base Bid Subtotal	\$
25		Owner Contingency (5% of Base Bid Subtotal)	\$
26		Base Bid Total	\$
27		Alternates:	
28		No. 1 (Additive Bid): West Washington Street Improvements	\$
29		Henley	\$
30		No. 3 (Additive Bid): 12" waterline to HR Building	\$
31		No. 4 (Additive Bid): Drainage system on South side of Washington Street	\$
32		No. 5 (Additive Bid): Demoliton and Hazardous Material	\$
33		No. 6 (Additive Bid): Phase 2 Construction cost only (not design)	\$
34		Alternate Bid Subtotal	\$
35		Owner Contingency (5% of Atlernate Bid Subtotal)	\$
36		Alternate Bid Total	\$
37		Design Build Contract Total (Add Line #26 and #36)	\$

Notes

- A. Line item #17, shall be the cost of the major HVAC equipment to be provided by TRANE, as defined by the RFP in Part 2: Building Performance Requirements, paragraph 22.c.(2).
- B. Line item #18, shall be the cost of the for remainder of the mechanical system (Specification Divison 23) as required by the RFP and specifications.

OVERALL PLANNING AND DESIGN GUIDELINES

I. Organizing Concepts for Floor Plan

- a. Some important organizing concepts have been used to guide the concept design and determine how the building floor plans are organized. These concepts are in response to sets of requirements established by city leaders. First are guiding principles for city hall planning and second are the constraints of the site chosen for building construction.
- b. The building floor plans are based on city hall planning that seeks to optimize service to residents and businesses of Suffolk. This project provides an opportunity to improve customer service and staff efficiency by bringing together departments that were previously located in multiple off-site locations. An emphasis is placed on providing a friendly introduction to first time visitors to the city and the building. A planning goal is to facilitate the ability of staff to assist visitors to successfully navigate the processes required to obtain city approvals and permits for business and personal use. An emphasis placed on service has led to the design of the One Stop Shop concept.
- c. The site faces Washington Street, a primary street historically used by Suffolk residents to access downtown Suffolk and the Municipal Building. The new building site is located in close proximity to other City of Suffolk buildings including the Police Headquarters and the Human Resources building. When this project is finished, the desired outcome is to create a campus of buildings that serve Suffolk residents and city staff efficiently and effectively. It is also an important goal of the city to create an attractive civic campus that preserves the best of current landscape plant materials and creates an attractive, pedestrian environment. It will therefore be important for the design to address concerns for how this project is compatible and coordinated with other properties on the campus.

II. Organizing Concepts for Building and Site Layout

- a. The Site area available within the allowable boundary as defined by constraints of land area ownership, surrounding street conditions and street improvements associated with this project. It is an essential requirement that the design provide for continuous, ongoing operation of the Municipal Building, including 911 Center and associated radio antenna tower, during the entire period of new building construction.
- b. The new building will present a formal front to Washington Street in response to the fact that this street has historically been a main street in downtown Suffolk.
- c. The new building design places spaces designed to accommodate highest volume of public visitor use near the primary public entrances. This includes spaces used by building visitors and regular occupants. This concept is intended to optimize way-finding, create very safe means of ingress and egress and bring building occupants and visitors together conveniently.

- d. The new building design is intended to provide an intuitive and convenient way to direct and assist visitors in accessing “points of public service.” These points of service have been configured to facilitate the functioning of a user friendly, One Stop Shop concept. This is in response to the awareness that visitors may be unfamiliar with the building and may also be unfamiliar with processes and procedures that are customarily used by the City. Interior design should evoke a sense of connection to the heritage and history of the City while pointing the way toward a progressive, well planned, and prosperous future.
- e. The City’s goal is to make the architecture of the new building unique to Suffolk by virtue of how it provides optimum public service and evokes an awareness of and respect for the rich heritage and progressive, promising future of the City of Suffolk.
- f. The Floor Plans are derived from a Space Needs Program. A Space Needs Program has been developed through a series of workshops. Representatives of each department described the space and functional adjacency needs of their department. The floor plans are an outcome of that process and have been approved by the City.

III. Planning Guidelines – First Floor Plan

- a. Public Lobbies
 - 1. The building floor plans include two connected lobbies. This design concept is a response to the fact that the primary building orientation is toward Washington Street on the south. The primary vehicle parking area is positioned on the north side of the building. A public entrance positioned to provide access from the South and another is positioned to provide access from the north. The north lobby is anticipated to accommodate the higher volume of visitors and functions as the “Public Entry Lobby.” The south lobby is positioned to serve the One Stop Shop and is being called the “One Stop Shop Lobby.”
- b. North Wing - Area on floor plan North of the One Stop Shop Lobby
 - 1. The north wing includes the Public Entry Lobby and Council Chambers spaces, both of which are anticipated to have a high volume of use by visitors and staff. This area will be required to operate on different time schedule from the remainder of the building. The design intent is to use this area of the building to accommodate meetings and events that occur both within and outside of a customary 40 hour work week. This after hours use would occur while the remainder of the building could be locked off to public access and heating and cooling system operation shut down. The north wing also includes space for Media and Community Relations, City Clerk and the City Council Executive Session Room. The Executive Session room will also frequently accommodate other public and staff meetings.
 - 2. Anticipated, customary hours of operation: 7:30 am to 11:30pm Monday through Friday.

3. The building will also be used as may be prearranged for special occasions on Saturdays.
- c. East Wing - Area on floor plan East of the One Stop Shop Lobby
1. This area of the building accommodates the space and functional needs of six departments. Economic Development is strategically located at the transition between the Public Entry Lobby and the One Stop Shop Lobby so as to provide a welcoming, friendly first point of contact for visitors that may need assistance in identifying, understanding, and navigating through the required processes to comply with City regulations and obtain the required permits. The Treasurer's Office, Commissioner of Revenue and Public Utilities departments each have Public Point of Service Windows to respond to the high quantities of interactions with public visitors these departments consistently serve. These departments are configured to be served by a common public waiting area that is conveniently accessed through the One Stop Shop Lobby.
 2. The Assessor's Office and Human Resources Department are configured with a shared point of visitor access. These two areas have a somewhat lower quantity of interactions with public visitors compared to the three areas described above and are therefore located so as to be accessed through the public waiting area for the Treasurer's Office. These two departments each have dedicated waiting rooms where visitors may be greeted by receptionists. A Training Room has been planned adjacent to Human Resources to serve the regular and on-going group training needs of this department. The Training Room will be used occasionally by other departments.
 3. Anticipated, customary hours of operation: 7:30 am to 5:30pm Monday through Friday.
- d. West Wing - Area of the floor plan West of the One Stop Shop Lobby
1. This area of the building includes a "One Stop Shop" area with a series of conveniently located point of service counters staffed by representatives of Planning and Community Development and Public Works. The "One Stop Shop" is strategically located to provide convenient points of service for visitors needing to conduct transactions such as acquiring a building permit or other permits administrated by these two departments.
 2. Planning and Community Development has a larger staff with diverse duties. Some staff have duties requiring them to spend much of their work day out of the office conducting inspections at locations throughout the city. Other Planning and Community Development staff have duties that require them to spend most of their work day in the office. Inspections staff workstations are oriented toward the staff entry while office staff workstations are oriented toward the One Stop Shop to facilitate public meetings. Both groups of staff will share some spaces including the Control Plan Room and two conference rooms. This department is located

in close proximity to the One Stop Shop so as to provide support and function as a resource.

3. The Purchasing Office is located with direct access from the One Stop Shop Lobby in order to facilitate access to information regarding City solicitations, pre-bid information meetings, RFP response drop off and bid opening meetings. The group of spaces should be easy to access from the public entrances.
4. Information Technology (IT) is located in this wing and functions primarily to provide support to City staff of other departments. Due to this internal support emphasis, IT has a low level of public visitors. It is located so as to facilitate the intake, setup, distribution and service of Information Technology hardware and software for City staff needs. A Training Room has been planned adjacent to Information Technology to serve the on-going needs of this department and may also be used on occasion by other departments.
5. Building Service and Support spaces are also located in this wing. Building Service and Support is positioned to allow convenient access to the outdoor building service area of the site. Staff Support Areas used by Planning and Community Development, Capital Programs and other department staff are located off the main staff corridor in close proximity to the main Staff Entrance.
6. The public areas and staff areas of the West Wing are anticipated to have, customary hours of operation: 7:30 am to 5:30pm Monday through Friday.

IV. Planning Guidelines - Second Floor Plan

- a. North Wing - Area of the floor plan North of the main corridor
 1. This area of the building serves the Finance Department, Budget and Strategic Planning and the City Manager's Office. Primary public and staff access is planned to be from the second floor One Stop Shop public lobby. An additional access for executive staff is planned to allow discreet ingress and egress via the stair within this wing to the Council Chambers, Executive Session Conference Room and executive entrance to the building on the first floor. These departments are planned to have a lower quantity of public visitor access
 2. Anticipated, customary hours of operation: 7:30 am to 5:30pm Monday through Friday.
- b. East Wing - Area of the floor plan East of the One Stop Shop public lobby
 1. This area of the building serves the City Attorney offices, Capital Programs, and the Public Utilities Administration and Engineering offices. Primary public and staff access is planned to be from the second floor One Stop Shop public lobby. Staff entry is also accessible from the main Staff Entrance.

2. Anticipated, customary hours of operation: 7:30 am to 5:30pm Monday through Friday.
- c. West Wing - Area of the floor plan West of the One Stop Shop public lobby
1. This area of the building serves the Public Works Administration and Engineering and the E911 Emergency Communications Center. Primary public access to Public Works is planned to be from the second floor One Stop Shop public lobby. Primary staff access is planned to be from the first floor Staff Entrance.
 2. Anticipated, customary hours of operation: 7:30 am to 5:30pm Monday through Friday.
 3. The E911 Emergency Communications Center will be separated from adjacent areas of the building by a secure wall to form a secure perimeter enclosing the area. Access to the area will be monitored and controlled to allow access only to authorized persons. Staff assigned to work in the Communications Center will be allowed to park in the secure parking area, access a secure entry to the building and from there, enter the Communications Center through a secure entry dedicated to that department. Additional requirements for this area of the building can be found in the "Essential Facility" structural design requirements of the International Building Code. This area of the building will be required to comply with the requirements of NFPA 1221, 2010 Edition.
 4. Planned hours of operation: Continuous, 24 hours per day 365 days per year.

V. Overall Building interior Design Guidelines

a. Design Guidelines – Finishes

1. Public Lobbies and Corridors: The finishes in public lobbies and main corridors should have an upscale appearance that is easy to clean and maintain. Flooring and base shall be terrazzo with painted walls. Ceilings should include the use of acoustic ceiling tile with gypsum wallboard soffits and to create attractive ceiling designs.
2. Council Chambers: The Council Chambers and Executive Session Meeting Room shall have a more high-end look with wood base, wood wainscot, and wood crown molding. The ceiling should include the use of wood, acoustical panels, acoustic ceiling tile with gypsum wallboard soffits, and to create an attractive ceiling design. The carpet shall be mostly a cut and loop pattern, with a cut pile accent border. All woodwork in these spaces should be of complementary stain and type of wood, including the moveable podiums, casework, balustrades and paneling.
3. Departmental Office Suites: General offices shall have carpet tile flooring with resilient base and painted walls. Ceilings shall be acoustic ceiling tile.

4. City Manager and City Attorney Office Suites: The City Manager and City Attorney office suites shall have wood base in lieu of resilient, as well as a wood wainscot and crown molding. Built in casework is preferred in these spaces.
5. Bathrooms: All large bathrooms shall have porcelain tile floor with a 6'-0" high ceramic tile wainscot with paint above. Ceilings shall have a synthetic finish system. All single bathrooms will have porcelain tile floors with vinyl wallcovering.

VI. Overall Building Exterior Design Guidelines

Context - *The Context within which we design and construct this building must be considered precedents that will have an impact on this project.*

- a. It is understood that this new building is being designed and constructed within the community and architectural *context* of the City of Suffolk, which includes many historic buildings having strong links to the unique history and rich heritage of the Suffolk area. The architectural design of the new City Hall building is required to be respectful in the way it honors the history and heritage.
- b. It is understood that the City of Suffolk is well aware of both the challenges of economic limitations and the potential opportunities to improve public service inherent in this project. City leaders endeavor to plan and prepare for a progressive future. The architectural design of this project should respond to the context of this forward looking and progressive stance.
- c. City Hall buildings in America are key landmarks of civic identity for Americans. Residents of our communities tend to hold their landmark City Hall buildings near and dear to their hearts. City Hall buildings across our nation have been embraced by successive generations of residents. The best of these buildings have been renovated, updated and improved to serve the needs of new generations of community residents. Awareness of these broad considerations of enduring value and identity is an important aspect of the context in which this project is being designed and constructed. The building will stand to serve many generations to come. Architectural design with a high level of quality and construction with appropriate means, methods and craftsmanship to make this building durable and handsome for current and future generations is being sought by the City.
- d. Context also includes an element of essential operations during emergencies that involve residents of Suffolk. This building is required to serve residents of Suffolk before, during and after natural and manmade emergencies. The Emergency Communications Center utilizes a structure and technology infrastructure to serve in its role of being reliable and ready to respond in emergency situations. The City needs to be able to rely on this facility to function flawlessly to serve people in emergency situations when lives are literally at stake. The architectural design and construction needs to be completed in light of the essential nature of the Communications Center and its vitally important function and role in the community.

VII. Historic Landmarks Commission Requirements

- a. This project will be constructed within the boundary of Suffolk Historic & Cultural Conservation Overlay District known as the Suffolk Historic District. The requirements, as they may apply to this project are to be found in the Historic District Design Guidelines. The Historic Landmarks Commission functions as the review board for the historic and cultural conservation districts of the City.
- b. Specific provisions of the guidelines that may be applicable to this project are described in Chapter 6 – Commercial Building Design Considerations and also in Chapter 7 – New Building Design. The illustrations in these chapters highlight two, recent successful buildings designed and constructed by the City. Those buildings offer clues for successful response to the guidelines. These buildings have been accepted to meet the intent of the Historic Landmarks Commission and the City Council. The example buildings are, The Police Administration Building on West Washington Street and the Mills E. Godwin Courts Complex on North Main Street.
- c. Guidelines may be downloaded from the City of Suffolk’s website and are included in the appendix of this RFP as a reference. The latest versions of the guidelines shall apply.

VIII. Floor Plan Design Coordination with Intent of the Exterior Design

- a. This building, as most City Hall buildings, plays role at the scale of the City as a whole, at the scale of the neighborhood in which it is located, and at the scale of the building site and its immediate surroundings.
- b. The architectural design responds by having a tall public entry tower that acts as a landmark from a long distance away and orients people to the neighborhood and the building. The formal tower entry element is oriented toward Washington, a street that connects across the entire city. The tower also acts as an appropriately proportioned, focal point for the long, Washington street façade.
- c. The tower acts as an identity-giving landmark to those that approach the neighborhood by car. Since most cars approaching the site will park on the north side of the building, the building massing perceived from the north approach off Market Street will place emphasis on the neighborhood scaled, larger masses of the Council Chambers and the One Stop Shop Lobby volume and clearstory.
- d. The north Public Entry is then framed on the left and right by the two larger masses of Council Chambers and One Stop Shop Lobby. The entry element design is envisioned to step down in scale with pedestrian-friendly proportions. This is a design response to the fact that people will park their vehicle and approach the entrance on foot. The pedestrian entry addresses a handsomely landscaped, forecourt entry plaza. The intent is to use design to intuitively direct visitors to the entry doors.

IX. Departmental Location Requirements

The departments shown on the first floor plan are required to be on the first floor. The departments shown on the second floor plan are required to be on the second floor. Following is a description of the required primary and secondary adjacencies for the departments located on each floor.

a. First Floor Departments – Primary Adjacencies

1. One Stop Shop is the name of a concept intended to optimize convenient access by the public to representatives of municipal departments that regularly receive visitors. The primary reason for a first floor location within the building to provide convenient access for citizens and company representatives doing business with the City of Suffolk.
2. Within the building itself, a “One Stop Shop” has been designed with customer service counters to serve the public. The One Stop Shop should be located off the main lobby. The Department of Planning and Community Development (P&CD) should be directly adjacent to the One Stop Shop, as this department will provide oversight; staff will respond to questions and meet with visitors that are received by One Stop Shop staff. Representatives of P&CD, as well as a few employees of Public Works, are collocated to the customer service counters to allow public visitors to have their needs for information and permits served at a common location. The remainder of the Public Works department should be located on the second floor.
3. Council Chambers and Executive Session Room are required to be adjacent one to another. Both spaces require a public access entry door from the public lobby and a separate staff entry door from the non-public, staff areas of the building. These rooms will serve large, medium and small assemblies of public visitors and also be used for staff meetings and training. These rooms must be provided with convenient access in close and convenient proximity to the public entrance.
4. City Clerk is required to be located with close, convenient access for public visitors and close, convenient access to the Council Chambers and Executive Session Room.
5. Media and Community Relations department is located on the first floor to serve two primary adjacency needs. First is to be adjacent to Council Chambers and Executive Session in order to facilitate recording of public meeting proceedings. Second is to provide FOIA requests and other Community Relations services to public visitors.
6. Commissioner of Revenue, City Treasurer and Public Utilities Service Counters all require direct access from a spacious corridor that will act as both a public lobby and waiting area for access to the customer service counters and entry to the departments. These departments process large numbers of transactions with residents, businesses and property owners daily with concentrations of activity during certain periods of the year. The

primary reason for first floor locations is to provide convenient access for public visitors.

7. Economic Development needs to be located in close proximity to the public entrance to facilitate functions similar to a “help desk” for individuals and businesses needing assistance with understanding and navigating city processes, procedures and requirements to acquire various permits.
 8. Purchasing Department requires direct and convenient access from public entrances to facilitate quick and convenient receipt of proposals and bids from contractors, individuals and businesses that are time sensitive. This department should be located for easy access and clearly marked with signage. The Purchasing Department shall be located off the main lobby to allow the lobby to act as an overflow waiting area during times of receipt of proposals and bids, when there may be a large number of visitors at one time.
 9. City Assessor and Human Resources require direct access from public lobby spaces for entry to the department with reception, waiting and meeting spaces immediately adjacent.
 10. Human Resources (HR) is visited by employees from all municipal departments, including those outside the building, as well as potential job applicants. A sensitive aspect of HR is the firing of existing employees and a second means of egress should be provided to allow individuals to be escorted out of the department without going through the HR Waiting Room. In instances where there may be commotion or yelling after someone is fired, there should be a close building exit so they can be escorted out of the building without having to go through many public spaces.
 11. Information Technology (IT) is located on the first floor to serve two primary adjacency needs. First is to locate the Server room directly below the 911 Communications Center Dispatch floor. This will facilitate ease of cabling from server racks located in the Data Center on the first floor to dispatch stations located in the 911 Communications Center on the second floor. This will allow service and maintenance personnel to access the Data Center without entering the 911 Communications Center. Second is to allow on-grade access for deliveries and distribution of IT hardware to and from the IT area. IT has few public visitors and does not need to be directly adjacent to the public lobby.
- b. First Floor Departments - Secondary Adjacencies
1. Commissioner of Revenue and City Treasurer are required to be located in close proximity one to another.
 2. Public Utilities Service Counters are required to be in close proximity to Commissioner of Revenue and City Treasurer public service windows.

3. City Assessor is required to be easily accessible from the public lobby.
 4. Human Resources department is required to be easily accessible to the training room.
- c. Second Floor Departments – Primary Adjacencies
1. Departments located on the second floor receive fewer public visitors compared to first floor departments.
 2. Public Works, City Attorney, Finance, Public Utilities and Capital Programs are required to be easily accessible to receive public visitors during business hours. These departments require adequate space for meetings with public visitors and internal staff which may be accommodated by a combination of meeting rooms dedicated to a department and shared meeting rooms as shown on the Second Floor Plan.
 3. Budget and Strategic Planning will be required to have convenient access to Finance and City Manager area, with primary adjacency to the City Manager's suite and secondary adjacency to the Finance Department. The Budget Department will receive very few public visitors and may therefore be located with less direct access to the public lobby area.
 4. The City Manager's suite, within the City Manager (CM) Office, shall be one of the most secure areas of the building. The CM suite shall include the CM office, toilet and closet, the Deputy City Manager office, CM Conference Room, and two executive secretary workstations. The executive secretaries shall act as reception and control access to the CM office and Deputy CM office. The City Manager's suite shall have access control on all perimeter doors that are not within the suite itself. The City Manager's suite shall be a secure area within the overall CM office. There shall be access control provided at the door from Waiting to the open office of the remaining spaces in the CM area. The Waiting Room to the City Manager area shall be freely accessible from the corridor.
 5. The 911 Communications Center shall be one of the most secure areas in the building and public access will not be permitted. It is required that this area be located remotely from public lobby areas. Access to this area is controlled and will be limited to employees who work in this area. The Communications Center is required to be located directly above the Data Center area of IT. This is for the purpose of facilitating direct cabling access from the Data Center to the dispatch stations located in the Communications Center. The Communications Center is preferred to be located in the west area of the site in close proximity to the Police Administration building.
- d. Second Floor Departments - Secondary Adjacencies
1. The City Attorney's office will require convenient access to the City Manager area.

2. Public Works will need to be located so as to allow convenient access to the primary staff entry to facilitate the need for staff with field duties to easily come and go from the staff areas of the building.
3. Public Utilities will require convenient access from the second floor location to the Public Utilities area of the first floor to facilitate indirect supervision and communication between staff.
4. There is not a high need for frequent interaction between other departments and therefore no strong adjacency requirements between them exist.

PRE-PROPOSAL MEETING AGENDA

PROJECT: Municipal / E911 Building Design/Build RFP for City of Suffolk
Suffolk, VA
RFP # 2012-00077

MEETING DATE: March 27, 2012

LOCATION: Council Chambers, City of Suffolk Municipal Building

1. Introductions
2. Important Dates
 - a. Proposals shall be received by 5:00pm on April 30, 2012
 - b. Last date for questions and clarifications shall be 5:00pm on April 23, 2012. All questions should be directed to Linda Story at (757)414-7523 or email (referred) at lstory@suffolkva.us. Last date for any Addendum shall be April 26, 2012.
3. Proposal requirements
 - a. The Technical and Financial proposals shall be submitted in separately sealed envelopes. Deliver (1) original plus (7) copies of Part One-Technical Proposal, plus an electronic copy on CD. Deliver (1) original plus (3) copies of Part Two-Financial Proposal.
 - b. Information submitted during the RFQ phase will not be reviewed in evaluation of the RFP.
 - c. Technical Proposal is limited to (60) one-sided 8.5x11" pages, not including any renderings. Drawings shall be 11x17".
 - d. Financial Proposal – forms are included in RFP. Cost proposal form shall be filled out by specification division. The bid alternates are listed in priority the city intends to take them.
4. Schedule and Phasing
 - a. Project shall be constructed in two phases. Phase One consists of the Municipal/E911 Building and adjacent civil work along W.Washington and Henley. Phase One includes and the Substantial Completion of the E911 Call Center as an early completion date, prior to Substantial Completion of the rest of the building. Phase Two consists of the demolition of the existing building, radio tower and site amenities, and completion of all site work and remaining roadway improvements. See civil phasing plans.
 - b. Phase One shall be a total duration of 640 days, with an early Substantial Completion of the E911 Call Center at day 535, allowing another 105 days for the completion of the Phase One work.
 - c. Phase Two shall start at the completion of Phase One, and have duration of 246 days.
 - d. The E911 Center will be occupied after 535 days to allow for equipment installation and commissioning of the E911 systems (approximately 4 months).
 - e. Upon Substantial Completion of Phase One, the owner will require 2 months to move out of the existing building before any abatement and demolition work can begin.

5. Project Overview

- a. CAD files – No CAD files of the proposal civil and architectural layouts will be released. Site survey will be issued in CAD format in Addendum #1.
- b. Civil
 - i. The Right of Way plans for W. Washington Street were taken to a 90% level of design and the city is expecting the execution of the plans as shown.
- c. Architectural
 - i. Building program has been approved by the City
 - ii. Floor plans were developed from the building program and have been reviewed to all the departments.
- d. PME and Special Systems
 - i. E911 Equipment will be by Owner's vendor. DB Contractor will be responsible for infrastructure and coordination.
 - ii. Certain special systems will be by Owner's vendors (as defined in the RFP). DB Contractor will be responsible for infrastructure and coordination.

6. Questions



MEETING ATTENDEES' LIST

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MEETING: Pre-Proposal Conference **DATE:** 3.27.2012 @ 2:00 p.m.
PROJECT NO.: 1036-H **PROJECT:** Bridging Docs for E911 - Municipal Center

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