

City of Litchfield
State Historic Building Grant Program
Request for Proposals (RFP) for Professional
Services: Architectural Design Services
Questions and Answers

The following questions (“Q”) and answers (“A”) were compiled from questions that were asked during the virtual presentation (May 29, 2025) as well as questions that were submitted via email by June 6, 2025.

Q1: In the response that gets submitted to the City, where should fees for the schematic design phase be shown?

A1: Section III item F(a) was revised as shown in bold below:

- a. Provide a not-to-exceed fee proposal for the “Condition Assessment and Predesign” of the first Phase. Provide an estimate of fees for each of the following scope items (**SD DD** through CA) for the first Phase. Include an estimate of effort and fees for each project team member per scope item. Identify key team members doing the work and include hourly rates for all staff.

Q2: What, if any, structural work is anticipated as part of the grant work?

A2: The extent of structural work and/or professional services is unknown at this time. Structural work will be limited to what is needed for the grant-funded façade improvements. The Architect should include the professional team members needed to complete the scope of services described in the RFP.

Q3: Will exterior lighting or lighted signage be included in the scope? Is an electrical engineer needed as part of the design team?

A3: The extent of exterior lighting and/or professional services is unknown at this time. Any lighting work will be limited to grant-funded façade projects. The Architect should include the professional team members needed to complete the scope of services described in the RFP.

Q4: Scope of work section e. i. 4 calls for only an exterior visual review of the facades. We do not feel that an exterior only assessment is adequate to fully define the scope of work for this project. At a minimum, the assessment should include: the interior of the facade, the walls intersecting the façade, the roof at the façade parapet or roof edge, and the façade foundation wall.

A4: The Architect may propose an alternate “Approach and Work Plan,” and should indicate where the Architect’s proposal deviates from the described Scope of Services.

Q5: Predesign checklist Item 55, section 6 financials requires life expectancy of the major building components and the building as a whole. Please clarify what will be required for this item. If we need to provide an estimated life expectancy for the whole building, that will require additional assessment of each building. A due diligence assessment may be very helpful to determine if there are existing conditions that would jeopardize the façade work. For example, if the roof to parapet detail is bad, or the roof leaks, then this could damage any work on the façade. Similarly, there may be underlying structural issues that would impact the longevity of the façade and the entire building.

A5: This project is limited to façade improvements only. The Predesign Submittal will not include a discussion of major building components or the building as a whole, and the City will ask for an exception to this requirement. The Architect may propose a due diligence assessment as part of the “Approach and Work Plan.”

Q6: If we find that there are existing conditions in the building that would affect the façade work, how will that be handled? Will the owner have the option to make necessary repairs and reapply for the next round of the grant?

A6: The grant funds can be used for façade improvements. Building owners are responsible for work required to prepare for and maintain the façade improvements.

Q7: What, if any, material testing is anticipated? For example, mortar testing at each façade.

A7: The Architect should recommend material testing in the project specifications.

Q8: Are we expected to do an ADA review of the entrances?

A8: If changes to the façade include changes to building entrances and accessibility, then an ADA review may be required. The Architect should determine required code reviews.

Q9: How will the facades be selected for moving forward with the project? What role is the architect expected to have in this process?

A9: The City will determine the facades that will participate in the grant program.

Q10: Scope section e.vi. Construction administration. Will as built drawings be required?

A10: The grant program does not require as built drawings, but the Architect will assist the City in the grant close out process which may include photographs other documentation of the work completed.

Q11: What is the anticipated construction time period? How often do you anticipate construction meetings and site visits?

A11: The construction timeline is unknown, but construction on the first Phase is desired to be completed within the 2026 construction season. The Architect should propose a recommended number of construction meetings and site visits.

Q12: Is it anticipated that there will be a separate construction timeline for each facade, or will all the work on all facades be completed simultaneously?

A12: The City will select a General Contractor to complete the first Phase of work. The General Contractor will provide a construction schedule in consultation with the City and building owners. Work may occur on more than one façade concurrently.

Q13: Section II, B.c. - It lists each phase will include one to six buildings. in the following section "e." it says to assume 12 facades. To us it may be clearer if "c." was reworded to something like:

“The City anticipates that grant funds will be expended in one to three Phases of work. The assumed number of buildings is further described the base Scope of Services section. Each Phase will include Condition Assessment, SD, DD, CD, BN, and CA. (or something like that)”

A14: This is a correct interpretation of the intended scope of services.

Q15: Section II, B.e.iii - "Assume up to two four meetings..." Looks like one of the options got left in, please clarify how many meetings to assume. May also be helpful to

word it if it will be individual meetings with each owner at their buildings, or something like a single meeting at City Hall where multiple owners come to discuss.

A15. The RFP has been corrected to say: "Assume up to ~~two~~ **four meetings total** with one or more building owners to review design documents"