



**FCCFA Request for Qualifications: Engineering and Design Services for a 470+/-room addition to the Hilton Columbus Downtown**

**Addendum No. 1  
Questions and Answers**

The following questions were received by the Franklin County Convention Facilities Authority (“FCCFA”) prior to the July 9, 2018 deadline.

**1. Section V – Secondary Architect Experience**

**If we are not teaming with a secondary architect can we omit this section from our proposal? Or, would you prefer that we leave this section in the proposal to maintain the section numbering structure and simply leave it blank.**

The secondary architect section should be left blank if a secondary architect is not included on the proposed design team.

**2. Sections VII and IX MEP and Structural Engineering Experience**

**If MEP and Structural services will be provided by the same engineer, would you prefer for us to split their project experience between two sections (one for MEP and one for Structural as prescribed in the RFQ) or will one suffice? If we combine the sections into one—should we maintain the section numbering prescribed in the RFP?**

The FCCFA would prefer that the MEP and structural sections remain separate.

**3. Section XII - Litigation & Arbitration History**

**The RFQ requests that we include our litigation and arbitration history in Section XII – Litigation and Arbitration. We noticed that there is also a row devoted to this topic in Exhibit B. Would you prefer that we include our litigation history in Section XII, as part of Exhibit B (which, as we understand it form the RFQ, should be part of Section II: Profile & Organization) or in both places?**

The FCCFA prefers that your litigation and arbitration history be listed in Section XII and the litigation history of any consultants, engineers, or other team members be listed in Exhibit B. Exhibit B is mainly meant to contain additional information regarding each consultant who will form the final design team.

**4. What is the process for submitting as a Standalone Interior Design firm?**

Any firms wishing to submit independently should follow the format and instructions contained within the RFQ. If submitting independently this should be noted in the submittal.

**5. What is the minimal size Ballroom acceptable for the addition? Is 18,000 SF the necessary size space?**

There is no minimum ballroom space specified; however, the FCCFA desires to have the largest ballroom possible while remaining within budget limits. The FCCFA will consider unique design techniques to maximize the size, including but not limited to moveable air walls between formal ballroom and pre-function space, locating pre-function space on a different level than the ballroom, or any other creative techniques that maximize ballroom space.

**6. What are the dimensional limits of the cantilever overhanging the site's property line? Can there be an overhang on the Convention Center Roof side of the site? If so, for how much can be overhung.**

Yes, it is possible to cantilever over the site's property line on the Convention Center Roof side of the site. A cantilever over the Convention Center Roof will be considered, subject to City code compliance, FCCFA approval, and budget limits.

**7. Will a complete set of digital Architectural / Engineering documents be provided for both the existing Hilton Hotel and the connected Convention Center Building, DOT roadway construction docs for the elevated roadway or other?**

A complete set of digital Architectural/Engineering documents will be provided to the selected design team. Several architectural/engineering documents have already been posted on the FCCFA's website at [www.meetusincolumbus.com](http://www.meetusincolumbus.com). The FCCFA believes that the drawings posted on the website provide sufficient information to enable each firm to respond to the RFQ.

**8. Have there been any Addendum issued since the kickoff preview meeting? We have received none as of July 9, 2018.**

The questions and answers from the pre-submittal meeting, a topographical survey, the pre-submittal meeting presentation, the pre-submittal sign-in sheet, and attendee contact information were distributed to all firms on record as having received the RFQ. These documents have also been posted on the FCCFA's website.

**9. Aside from questions being answered, is July 12 the cutoff date for any other future modifications and addenda issued?**

No, the FCCFA reserves the right to issue modifications or addenda deemed necessary to enable each firm to submit a responsive submittal. Any addenda or modifications will be issued at least 72 hours prior to the July 27, 2018 submittal deadline.

**10. Even though all criteria contained in the Qualifications submittal is to be considered weighted equally, will there be a Scoring / Weighting of the “Criteria for Selection” in order to compare Qualifications between firms submitting? If so, what is the means for scoring?**

As stated in the RFQ all criteria will be weighted equally. The Selection Committee will consider each submittal as a whole using the stated criteria to determine the most qualified firm.

**11. Please confirm that the one electronic copy of the required submittals is to be submitted by email only to Jordan Edmonds and no other recipients.**

Correct, all submittals should be submitted to Jordan Edmonds. The FCCFA will also accept electronic copies submitted on flash drives.

**12. Where is the 350' height limit being measured from? The site plan simply refers to the ‘surface.’**

The ‘surface’ refers to the Convention Center Drive road surface.

**13. Are there any zoning setback requirements?**

Respondents should refer to City of Columbus zoning setback requirements.

**14. Are there any significant below-grade utilities on the project site that would inhibit below-grade development?**

There are below grade utilities that need to be considered during the design of the hotel. Relocation of below-grade utilities will be subject to City of Columbus code requirements, FCCFA approval, and budget limits.

**15. Is it possible to receive the existing survey, as well as drawings of the immediately adjacent portion of the convention center, in digital format?**

Several architectural/engineering documents have already been posted on the FCCFA’s website at [www.meetusincolumbus.com](http://www.meetusincolumbus.com). The FCCFA feels that the drawings posted on the website provide sufficient information to enable each firm to respond to the RFQ.

**16. In order to anticipate quality of the design, please provide the estimated Total Cost/SF for this project.**

As stated in the pre-proposal meeting, the FCCFA has a preliminary hard cost development budget of \$123.8 million. It is expected that the design team will design a hotel within this budget and the FCCFA will rely on the design team's recommendation to optimize total gross square feet. The goal of the property tour was for the attendees to understand the quality of finish expected in the hotel expansion.

**17. Is there any function within the first bay of the convention center overlapping the site that needs to remain?**

Yes, there are mechanical and back of house functions that would need to be accommodated. It may be possible to relocate some of these functions, subject to FCCFA approval and budget limits.

**18. Will the Owners be hiring any of the original Site and Civil Engineers for this project?**

Site and Civil Engineering services were not included in the scope of this RFQ. These services will be contracted separately by the FCCFA.

**19. Are there any of the original Hilton Hotel engineers that the Owner wishes to include on the Team for the hotel addition?**

The FCCFA will not make recommendations regarding the make up of the design team. Each firm should assemble the design team that it believes can best complete the project.

**20. In the MOU, it states there are multiple stakeholders and funding is coming from each entity. Will the City Commissioners & Mayor, Franklin Co. Commissioners, a Downtown Development Authority, or others be required to review and weigh in on the project design?**

The Columbus Downtown Development Commission will be responsible for governmental review and approval of the project design. Project design must also comply with all applicable rules, ordinances, laws, and downtown building codes.

**21. In the Conflict of Interest section, will the Architects of Record who have worked with FCCFA and SMG in any prior projects or "Business Relationships" be excluded from this pursuit?**

The FCCFA has worked with many Architects of Record to complete past projects. Architects of Record who have previously worked with the FCCFA or SMG will not be automatically excluded. The FCCFA will select the design team it deems to be most qualified based upon the selection criteria outlined in the RFQ.

**22. On page 5 under Section II – Profile & Organization, the RFQ states, “With the exception of services offered and operating philosophy, which may require a written response, utilize the template included in Exhibit B for submitting the remainder of the information.” Where can the referenced Exhibit B template be found?**

Exhibit B was intended to be included within the RFQ. It is included as an attachment to this addendum.

**23. On page 14 of the RFQ, there is a divider page for Attachment B – Core Team Member Matrix, but no documents included in this section. Is this where the previously referenced Exhibit B template is supposed to be included? Please clarify.**

Exhibit B was intended to be included within the RFQ. It is included as an attachment to this addendum.

**24. Is a cover letter encouraged / discouraged?**

The inclusion of a cover letter is at the discretion of the Respondent.

**25. For the “certification of accuracy” (Section 1, #3), is there a form or standard language you’d like us to use?**

No, the FCCFA does not have a standard form or language for the certification of accuracy. The certification should state that the contents of the submittal are accurate and should be signed by the highest-ranking official of each Respondent.

**26. The prompt for Section 13 (“To respond to this RFQ, Respondents should provide specific information discussing the Respondent's understanding of required services for the project along with a description of any services not provided by the design team and any other pertinent information to the Respondent's work on this project”) echoes a previous question in Section 10 almost exactly. Is there specific information you’d like to see included in this section, that wouldn’t have been covered in Section 10?**

Section 13 should be used to provide additional information that the Respondent believes is necessary to complete their submittal. Any information that the Respondent does not believe appropriate for Section 10 should be included in Section 13.

**27. Can we break the property boundary with building over hangs?**

A cantilever over the Convention Center Roof will be considered, subject to City code compliance, FCCFA approval, and budget limits.

**28. Request for Drawings:**

- 1. Existing Hilton Drawings**
- 2. Floor plans for the convention center around this site.**

Several drawings and floor plans have already been posted on the FCCFA's website at [www.meetusincolumbus.com](http://www.meetusincolumbus.com). The FCCFA feels that the drawings posted on the website provide sufficient information to enable each firm to respond to the RFQ.

Please note that all submittals must be submitted to the FCCFA on or before July 25, 2018 at 4:00 PM EST.

Thank you,

  
Jordan Edmonds, FCCFA Staff Attorney

**FRANKLIN COUNTY CONVENTION FACILITIES AUTHORITY**  
 RFQ - Design and Engineering Services  
 Core Team Member Matrix

Respondent: \_\_\_\_\_



	Lead Architect	Secondary Architect (if any)	MEP Engineer	Structural Engineer	Interior Designer	Restaurant Designer
Firm Name						
Date of Incorporation						
Ownership						
Principal Office(s)						
Annual Revenue						
Number of Similar Hotel Projects Completed						
Lead Representative's # Years Experience						
Design Team % Available Capacity Q3 2018-Q4 2021						
Firm Demographics (size, services offered)						
Litigation/Arbitration History						