



## **ADDENDUM #1**

### **Name of project: RFP for Architectural and Engineering Services for New City Hall Facility Remodel**

Addendum #1 Date: October 28, 2021

Original Issue Date: October 14, 2021

**The following text shall be added to the RFP:**

#### **Section 1.1 Purpose:**

The new Law and Justice Center and City Hall facility shall be designed with long-term use in mind. The design methodology should consider the infrastructure investments needed in such a facility, along with long term maintenance and operating costs. The facility is an important investment and asset for the City of Billings to meet the immediate and future needs of the organization, its staff, citizens, and visitors. Proposals should clearly demonstrate the design team's methodology in achieving these goals.

#### **Section 3.1 Type of Services:**

As part of Phase I services, the design team shall provide an analysis of the existing building and recommend upgrade, replacement, or repair projects to the building, its systems, and components, along with cost estimates for those projects. Such recommendations may or may not be included in the bid scope for the build-out project.

As part of both Phases I and II, the design team shall provide planning and design services for a proposed Emergency Operations Center (EOC). In the event of an incident, the EOC serves as the community's command center for strategic direction and operations decisions across multiple organizations. The EOC space shall meet the following minimum criteria:

- Be integrated into a multi-use space that could be quickly and easily converted to serve as the EOC in case of an incident.
- The space should accommodate at least 25 people along with their equipment and work stations.
- Contain all necessary communication and A/V equipment.
- Incorporate EOC best practices based on the design team's past experience and/or utilize a consultant knowledgeable in EOC design.