



ADDENDUM NUMBER ONE  
On Campus Multi-Purpose Center  
March 13, 2017

**ADDENDUM DISTRIBUTION:** Distribution via email to the following attendees of the site visit held on March 8, 2017. Architects shall verify that consultants have included any and all addenda information in their bid process. Bidders are to acknowledge receipt of this Addendum by listing the number and date of the addendum in their proposal.

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Distribute To:

Krebs & Lansing Consulting Engineers	Weston & Sampson Engineering
Engineering Services of Vermont	Freeman French Freeman
ARC/Architectural Resources	SE Group
Perkins + Will	Wagner Hodgson
RSG	GeoDesign
HDR	Truex Cullins
Sasaki	Cannon Design
Black River Design	Scott + Partners
MJMA	Rist-Frost-Shumway Engineering
The S/L/A/M Collaborative	Dore & Whittier
Pearson & Associates	Sink Combs Dethlefs
Hallam-ICS	Friedson Studio
Slade Engineering	Engineering Ventures
VHB	Landworks
Wiemann Lamphere	ENGV

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This Addendum forms a part of the Contract Documents and modifies them as follows:

1) **ATTACHMENTS:**

- A. Architectural Site Visit Meeting Minutes dated March 8, 2017.
- B. Revised Fee Proposal Matrix.
- C. Revised pages 4 and 5 of the Request for Proposal for Architectural and Engineering Services for the On Campus Multi-Purpose Center revised March 13, 2017.
- D. Revised pages 1 and 23 of the Architect-Engineer (A/E) Checklist of Services for the On Campus Multi-Purpose Center revised March 13, 2017.

2) QUESTIONS:

Q1.Is there a preliminary cost breakdown between new construction and renovation?

A1.No.

\* \* END OF ADDENDUM NUMBER ONE \* \*



## On Campus Multi-Purpose Center Architectural Site Visit Meeting Minutes

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**DATE:** March 8, 2017

**PRESENT:** Tom Gustafson, UVM Vice President for University Relations & Administration  
Jeff Schulman, UVM Athletics  
Bob Vaughan, UVM Capital Planning & Management  
Paula Carlaccini, UVM Facilities Design and Construction  
Linda Seavey, UVM Campus Planning Services  
Sal Chiarelli, UVM Physical Plant Department  
Ken Bean UVM Facilities Design and Construction  
Michelle Smith, UVM Capital Planning & Management  
Kate Coffey, UVM Facilities Design & Construction  
Bruce Barr, UVM Facilities Design & Construction  
Bill Nedde, Krebs & Lansing Consulting Engineers  
Steven LaRosa, Weston & Sampson Engineering  
Claus Bartenstein, Engineering Services of Vermont  
Derick Read, Krebs & Lansing Consulting Engineers  
Jesse Beck, Freeman French Freeman  
Shawn Brennan, Freeman French Freeman  
Alex Halpern, Freeman French Freeman  
Bryan Thorp, ARC/Architectural Resources  
Jason Hoover, SE Group  
Stephen Sefton, Perkins + Will  
Kyla Astley, Perkins + Will  
Jeff Hodgson, Wagner Hodgson  
Jon Slason, RSG  
Shawn Kelley, GeoDesign  
Thomas Ryan, HDR  
Richard Deane, Truex Cullins  
Chris Sgarzi, Sasaki  
Craig Mutter, Cannon Design  
James Labbe, Cannon Design  
Brad McLord, Cannon Design  
Keith Robinson, Black River Design  
John Alden, Scott + Partners  
Robert Allen, MJMA  
David Epstein, Truex Cullins  
Tyler Scott, Scott + Partners  
Chris Shumway, Rist-Frost-Shumway Engineering  
Erick St. Pierre, The S/L/A/M Collaborative

Present (cont.):

Bruce Dillon, Dore & Whittier  
Robert Fatovic, Cannon Design  
Alan Gould, Pearson & Associates  
Andy Barnard, Sink Combs Dethlefs  
Philip Whitton, RFS Engineering  
William Neuburger, Hallam-ICS  
Tom Hengelsberg, Dore & Whittier  
Nancy Freeman, Sasaki  
Paul Kondrat, Cannon Design  
Dick Friedson, FAIA, Friedson Studio  
David Slade, Slade Engineering  
Russ Miller-Johnson, Engineering Ventures  
Yanel de Angel, Perkins + Will  
Michael Willard, VHB  
Patrick Olstad, Landworks  
David Roy, Wiemann Lamphere  
Steve Roy, Wiemann Lamphere  
Jerry Chabot, ENGVT  
Mark Hamelin, VHB  
Kevin Worden, Engineering Ventures

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Meeting Minutes:

1. The presentation from today's site visit will be made available on the UVM Facilities Design website.
2. The University's Athletics Department serves the needs of not only competitive collegiate athletes, but also recreational, wellness, health, and fitness needs of the University community. This project will dramatically increase the size of the health/wellness spaces. Due to the emotional connection associated with Gutterson as the home of UVM Hockey this space will be preserved and improved upon by this project rather than replaced. The new Events Center will include basketball practice and competition spaces as well as health, wellness, academic, social, cultural, and athletic programming elements. Some long-standing deferred maintenance issues will also be addressed by this project. The efficiency of the concept for the project re-uses existing space with limited new construction.
3. Ken Bean will conduct a tour of the existing space after this meeting. Much of this space is public and therefore readily available for future visits without pre-arrangement.
4. The stormwater permitting application will be through Krebs & Lansing Consulting Engineers.
5. Plan on at least 6 months for completion of project permitting processes.
6. Note that the sample contract provided with the RFP is considered non-negotiable by the University. Submission of a proposal indicates agreement with conditions of the contract and confirmation to execute the contract if selected.
7. The RFP requires three estimates, but the contract requires four. This discrepancy will be corrected by addendum.
8. Note that the required 20% Vermont participation can be made up of any combination of Vermont architect and/or other consultants.

9. The Board of Trustees has given approval for the project through Schematic Design only, but firms will provide a proposal for the entire project. The Schematic Design with reconciled estimate will be presented to the Board on October 20, 2017. If the Board does not approve the next phases, the project will stop. Board approval will allow the project to proceed into Design Development through Construction Documents. Construction Documents with a reconciled estimate will be presented to the Board in October, 2018 for approval to move into the Construction phase.
10. Teams invited for shortlist interviews should bring individuals who will be part of the actual design team.
11. The budget for construction is \$62 million. The LEED goal is Silver, however the design team will be asked to pursue Gold.
12. Construction delivery will be by competitive bid.
13. Any very similar project experience should be provided in the proposal package. Firms are asked to make sure reference contacts are current. The breakout of the 20% Vermont participation may be provided in the proposal if desired.
14. Any questions asked at the tour or after today's site visit should be emailed to [arch@uvm.edu](mailto:arch@uvm.edu)

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Questions and Answers:

- Q1) Is the building program available for the study that was done?
- A1) No, only a feasibility study has been completed. This will be available to the design team within the first couple weeks of the design process.
- Q2) Are we looking to increase the seating capacity of Gutterson?
- A2) No, the existing capacity meets the current and future needs. Improving the quality of the seating is a greater priority than increasing capacity.
- Q3) The construction schedule doesn't appear to be driven by the seasonal sports schedule?
- A3) The Event Center will have to be completed to replicate Patrick Gym before other aspects of the project can be completed. Specifically phasing out the components of the project will be an early design exercise. The construction schedule provided with the RFP is fairly broad.
- Q4) There will be shutdowns necessary – are there areas that are more critical?
- A4) Yes, the hockey venue is critical to maintain within that season.
- Q5) How long a shortlist is anticipated?
- A5) The size of shortlists varies. For a project of this size three or four firms is typical.

- END OF MEETING MINUTES -

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RECORDED BY: Jill Bennett

List of Attendees

Name	Firm	Telephone	Email
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**Fee Proposal Matrix**

*On-Campus Multipurpose Center*

Project Phase	Fee	Reimbursable Expenses
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<b>Schematic Design:</b>		
Architectural		
Landscape		
Civil		
Structural		
MEP		
Fire Protection		
Cost Estimating		
A/E Checklist of Services		
Schematic Design Total	\$0.00	\$0.00

<b>Design Development:</b>		
Architectural		
Landscape		
Civil		
Structural		
MEP		
Fire Protection		
Cost Estimating		
A/E Checklist of Services		
Design Development Total	\$0.00	\$0.00

<b>Construction Documents:</b>		
Architectural		
Landscape		
Civil		
Structural		
MEP		
Fire Protection		
Cost Estimating		
A/E Checklist of Services		
Construction Documents Total	\$0.00	\$0.00



**Fee Proposal Matrix**

*On-Campus Multipurpose Center*

<b>Project Phase</b>	<b>Fee</b>	<b>Reimbursable Expenses</b>
<b>Bidding:</b>		
Architectural		
Landscape		
Civil		
Structural		
MEP		
Fire Protection		
Bidding Total	\$0.00	\$0.00

<b>Construction Administration:</b>		
Architectural		
Landscape		
Civil		
Structural		
MEP		
Fire Protection		
Construction Administration Total	\$0.00	\$0.00

Additional disciplines may be included as needed.

- A new, properly sized Events Center is built to house academic, social, cultural and entertainment events as well as basketball practice and competition
- Events Center and Gutterson are integrated
- Address long-standing deferred maintenance issues
- Improve internal circulation
- Highly efficient concept that includes significant re-use of existing space and limited new construction to dramatically enhance health/wellness and athletics

In addition, the existing building complex has numerous building challenges:

- Opened in 1963; facilities no longer meet current athletic or recreational planning standards
- Functioning at or beyond their full capacity
- Majority of spaces are undersized
- Universal accessibility is limited
- Maintenance program has extended the lifespan of the facilities
- Building systems have reached the end of their typical useful life
- Wayfinding throughout complex is difficult through multiple corridors

## **DESIRED OUTCOME**

In the attempt to meet all of the stated goals and to address the existing building challenges, the following remains the desired outcome for the successful project:

- Expand and upgrade fitness/recreation/wellness/intramural facilities for use by the entire University, including all associated support facilities
- Create tangible academic support space; classrooms and study space
- Upgrade competitive venues for hockey and basketball, including practice facility availability and improved athlete support facilities; locker rooms, training, meeting space and administrative/coaches offices
- Dual use of air conditioned venues for other events; speakers, concerts, cultural events and community programs
- Renovate and upgrade existing spaces in need of systems/ safety/ circulation/ ADA/cosmetic improvements and reconfiguration
- Devise a longer-term phasing opportunity for issues that cannot be addressed at this time; aquatic center, indoor turf, and outdoor tennis

## **ANTICIPATED SCOPE OF WORK AND SCHEDULE**

The Architectural team will provide schematic design, design development, construction documents, construction administration services, project closeout and warranty as part of the basic services requested. Submitting firms will include the services of a professional cost estimator in their fee to prepare **four (4)** estimates as follows: one each at the completion of schematic design and design development, **one upon completion of 50% of the construction documents, and one at 100% completion** of construction documents. The University expects to retain a preconstruction services firm to provide concurrent estimates

to be reconciled with the architect's schematic, design development, and 50% and 100% construction documents estimates.

The anticipated design and construction schedule is as follows:

- |  |                  |
|--|------------------|
| – Complete schematic design and estimate reconciliation                            | October 1, 2017  |
| – Present schematic design to Board of Trustees                                    | October 20, 2017 |
| – Complete design development, construction documents and estimate reconciliations | October 1, 2018  |
| – Complete bid phase   | January 1, 2019  |
| – Begin construction on new Events Center  | April 1, 2019    |
| – Complete construction of new Events Center                                       | October 1, 2020  |
| – Begin renovation of Health/Wellness/Recreation Space                             | December 1, 2020 |
| – Complete renovation of Health/Wellness/Recreation Space                          | December 1, 2021 |

The architect and the University's project manager shall coordinate with UVM's Campus Planning Services for permit submission and presentation. The project will go through the internal campus master planning review process, as well as local and state permitting. It may be necessary to provide presentation materials for public information meetings and Neighborhood Planning Assemblies.

This project may be considered by the City to be a "major impact" and as such will require a more extensive municipal zoning process, which may include multiple presentations to the Conservation Board, the Design Advisory Board and the Burlington Development Review Board.

The State of Vermont will also require state permits that include detailed storm water and environmental review, as well as a statewide land use permit. Permit requirements are quite detailed and include strict standards for building efficiency and construction waste recycling, among other items. Full permitting can take 4-6 months, on average.

Firms and individuals considering this RFP should not contact city or state offices to obtain additional information. All inquiries must be directed through the UVM project manager.

The selected firm shall complete *The University of Vermont's Architect-Engineer (A/E) Checklist of Services* attached hereto. The Checklist identifies those services to be completed throughout the three phases of design of this project.

## **SUSTAINABLE DESIGN**

Sustainable design practices must be followed for this project. In support of the University's "Environmental Design in New and Renovated Buildings" policy, it is UVM's intent to register this project with the U.S. Green Building Council (USGBC), and to pursue, at a minimum, a LEED™ silver level certification. It is highly recommended that the project team design for a gold level certification. This requires the consideration and evaluation of all LEED credits for the project until it is determined it is not feasible to

## On-Campus Multipurpose Center Architect-Engineer (A-E) Checklist of Services

The following architectural and engineering checklist defines the requirements for University of Vermont construction project design submissions. It is meant as a guide for obtaining uniformity and coherence in the presentation of design documents.

It is imperative that the A/E and consultants recognize that the UVM reviews are general in nature; that the detailed checking for technical accuracy, sufficiency, and coordination is the sole responsibility of the A/E and its consultants. Not-with-standing UVM approval, the A/E shall remain liable for all damages resulting from design errors and negligent performance by the A/E or its consultants.

All review comments shall be incorporated into the design documents prior to subsequent design phase submissions, unless the reviewer directs the A/E to disregard the comment. In this event, the A/E shall record such a direction in the A/E response column.

The A/E shall provide a written reply to all comments prior to the next submission. If the A/E intends to disregard a comment, the A/E shall provide a written explanation of variance with the comment to UVM within seven (7) days after receipt of the UVM review comments.

Identify phase for each submission: Schematic Design, Design Development, 50% Construction Documents, and 100% Construction Documents.

### **Schematic Design (SD) Phase Submission**

The SD documents must be submitted to UVM for design review and approval.

Detailed Information: Schematic design phase submissions at a minimum shall include the following requirements, as applicable to the project. All plan drawings shall indicate the north arrow, column lines and the scale of the drawing.

#### **A. Site/Landscape**

All site documentation shall:

- Be coordinated with similar activities in other disciplines

#### **1) Drawings**

- a) Existing site plan
  - (1) Vicinity Plan
  - (2) Location of benchmark that will control all project elevations
  - (3) Demolition Plan
  - (4) Facilities that may have interruption of any utility
  - (5) Orient north to be the top of the drawings in plan view
  - (6) Major landscaping
    - Major trees and memorial vegetation
    - Fences and barriers
  - (7) Site features and conditions
    - Existing contours, especially at major grade changes

- (2) Details for site electrical work
- 3) Demolition work
- b) Demolition plans
- c) Floor Plans
  - (1) Layout of major components in all telecommunication equipment rooms
    - o Sizes of major components
  - (2) Telephone connections
  - (3) Data connections
- d) Layouts of components where space is critical
- e) Laboratory planning module
- f) Updated riser diagram for telecommunication distribution conduit sizes

## 2) Reports/Calculations

- a) Updated Basis of Design report

## I. Specifications

- 1) General and supplemental conditions of contract
- 2) Completed project specifications

## J. Summary

All reports and other documentation will:

- o Be coordinated with similar activities in each discipline
  - o Address all comments from the Design Development phase
- 1) Basis of Design report
  - 2) Updated Green/Sustainable Design report
  - 3) Cost estimates
    - o 50% construction documents cost by an independent professional estimating firm to be reconciled with the Owner's independent cost estimator.
  - 4) Specifications
  - 5) Schedules
  - 6) All design calculations
  - 7) Reviews
    - o Respond in writing to all Design Development phase review comments
    - o Submit all documents for review
    - o Attend review meetings as necessary to answer questions

## Final Construction Documents Record Submission for UVM Approval

- 1) All drawings, reports, and other documentation will:
  - o Be completed
  - o Be coordinated with similar activities in each discipline
- 2) Final Basis of Design report for all disciplines
- 3) Final Green/Sustainable Design report for all disciplines
- 4) Final cost estimates
  - o 100% construction documents cost by an independent professional estimating firm to be reconciled with the Owner's independent cost estimator.
- 5) Final specifications (including certification page sealed by registered architect, landscape architect, and professional engineers responsible for the design)
- 6) Drawings (sealed by registered architect, landscape architect, and professional engineers responsible for the design)
- 7) Final schedules
- 8) Final design calculations (sealed by registered architect, landscape architect, and professional engineers responsible for the design)
- 9) Reviews
  - o Written responses to all 100% of Construction Document Phase comments
  - o Submit all documents for review
  - o Attend review conference calls as necessary to answer questions
- 10) Final deliverable
  - o Electronic copy of CADD of PDF drawings
  - o Electronic copy of specifications