

## **ADDENDUM #1**

### **Request for Proposals (RFP)**

**RFP #01-2018**

**The Health Wagon**

**Architectural/Engineering Services for New Medical Clinic**

Date: November 20, 2018

Issued By: Curtis Elswick  
Owner's Representative  
Phone: 540-423-2860  
[curtis.elswick@skanska.com](mailto:curtis.elswick@skanska.com)

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Included within this addendum are the Meeting Minutes from the Non-Mandatory Pre-Proposal Conference held on Friday, November 16, 2018 as well as attendee sign-in sheet.

**END OF ADDENDUM #1**



# MINUTES

## **THE HEALTH WAGON ARCHITECTURAL/ENGINEERING SERVICES FOR NEW MEDICAL CLINIC RFP# 01-2018**

**Non-Mandatory Pre-Proposal Meeting  
November 16, 2018 - 11:00 am**

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- Introductions (see attached sign in sheet)
  - Request for Proposals, addenda, etc. – available on Health Wagon’s website at: <https://thehealthwagon.org/hwwwp/about-us/>
  - Health Wagon’s mission and background on the project
    - The purpose of the new health clinic is to provide free health care services to Dickenson County and the surrounding region.
    - The Health Wagon received an ARC grant from the Virginia Department of Housing and Community Development (VDHCD) to help fund the construction of the new clinic.
    - The project is intended to be delivered under the Design-Bid-Build method.
    - The site for the new clinic is approximately 5.32 acres and is located near the Dickenson County Education and Research Center within the Technology Park in Clintwood, VA. An aerial view of the site can be found in the RFP.
    - The project site is relatively flat and should require minimal earthwork.
    - The facility is anticipated to be a minimum of 5,000 SF.
    - The facility is intended to be a permanent structure that is aesthetically pleasing and fits in well with the surrounding buildings in the Technology Park.
    - The facility will accommodate examination rooms, dental, radiology, optical diagnostic and dispensing, optical lab, triage, laboratory(s), consultation office, pharmacy, administration offices, conference room(s), and support spaces.
  - Review of anticipated scope of services
    - Review RFP for detailed list of services to be included in A/E scope.
    - The selected A/E will provide a topo survey.
    - Interior design is included in design services.
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- Project schedule
    - A/E Contract Award: January 2019
    - Design Completion: Late Summer 2019
    - Award of Construction Contract: Fall 2019
    - Completion of Construction: Summer/Fall 2020
  - Work by Owner
    - Environmental review (currently being conducted)
    - Geotech services
    - Testing/inspection services
    - Owner to procure FF&E and security system
  - Format of proposals (see RFP for description response format)
  - Proposal evaluation and selection process
    - Proposals due by 2:00 PM on November 29, 2018
      - Delivered to Rachel Helton at 5626 Patriot Drive, Wise, VA 24293.
      - Hand delivery of proposals is recommended. Timely delivery via overnight delivery service is not guaranteed.
    - Rank and shortlist firms: Early December 2018
    - Interviews: Mid-December 2018
    - Selection and contract negotiations: December 2018/January 2019
  - Questions
    - Questions to be submitted in writing to [curtis.elswick@skanska.com](mailto:curtis.elswick@skanska.com) by 5:00 PM on November 22, 2018
  - Site visit(s)
    - Meeting attendees walked across the street to the project site immediately following the meeting.
    - Proposing firms are encouraged to visit the existing Health Wagon Clinic in Wise, VA. Contact Rachel Helton at [rhelton@thehealthwagon.org](mailto:rhelton@thehealthwagon.org) or 276-275-1063 to schedule a visit.
  - Other
    - Due to The Health Wagon receiving funding from the VDHCD, the project must abide by prevailing wage rates set forth per the Davis-Bacon Act.
    - The new clinic will require standard x-ray equipment.
    - All medical equipment will be Owner-provided. A/E will need to coordinate with the Owner regarding utilities for equipment and their locations.
    - The Health Wagon's Wise, VA office currently serves as its central location. Its design and layout serves its purpose well but space is limited. Office space will be important for the new clinic.
    - The Health Wagon is currently leasing space in Clintwood but would
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- like the new building to become its central location.
  - IT cabling/connections/installation to be included in GC contract.
  - The Owner will handle the purchase and installation of the security system, including cameras.
  - Standard keys and locks required for doors.
  - Parking availability is a priority for the new clinic as they intend to host community events on a regular basis.
  - The Owner would like to have a new entrance constructed as opposed to expanding the existing access road leading to the water towers.
  - Upon request, the Owner can share the property survey and any other documents related to the site that may assist teams in developing their proposals.
  - Gas line currently ends down the street. Water and sewer are located across the street. AEP also located across the street. Further investigation of existing utility locations is the responsibility of the A/E.
  - An emergency generator is desired for the new clinic.
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The Health Wagon: Architectural/Engineering Service for New Medical Clinic

Non-Mandatory Pre-Proposal Meeting Sign-in Sheet

Friday, November 16, 2018 at 11:00 AM

Name	Company	Phone	E-mail
Curtis Elswick	Skanska	540-423-2860	curtis.elswick@skanska.com
Rachel Helton	The Health Wagon	276-275-1063	rhelton@thehealthwagon.org
<b>LENORE WEISS</b> Dick Houchins	<b>SPECTRUM DESIGN</b>	<b>540-598-1254</b>	<b>LWEISS@SPECTRUMPC.COM</b>
Tim Hammond	Cain Rash West	(423) 360-0673	timh@rcinc.com
Scott Mullins	Scott Mullins PC	276 395-6341	scottmullins@verizon.net
Danny Lambert	DICKENS CO - DP / TOWN OF CRYSTWOOD	276-393-3009	DMILAMBER74953@GMAIL.COM
Brandon Taylor	Skanska	540-200-7874	brandon.taylor@skanska.com
FRED BARZARD	RSW	770-363-3975	FBARZARD@STAK.COM