March 19, 2018
ADDENDUM #2
Northbrook Park District
Request for Architectural Services - Golf Course & Clubhouse Renovation

This addendum becomes part of and modifies, amends, and clarifies Project Manual for the above mentioned Bid. All provisions and requirements of the Project Manual shall remain in effect except as specifically changed in this addendum. Below is the list of revised items in Addendum #2.

Clarifications to the RFP dated March 1, 2018 are as follows:
* Below list the questions that were asked at the pre-submittal conference or that were submitted by the deadline stated in the RFP. All other questions asked will not be answered.

Section 1: Introduction (Page 2)
1. Q: Can you provide a link to the 2017 Assessment?

2. Q: Is there a budget?
   A: Yes, 12 million dollars.

3. Q: What is included or not included in the budget?
   A: Not included: golf carts, maintenance building, and any course maintenance equipment.

4. Q: Will the construction manager be on board from day one?
   A: Yes

5. Q: Can you provide a link to the proposed project scope of work that Mr. Greg Baron (Director of Golf) read off during the meeting.
   A: Addressed in Addendum #1.

Section 3: Scope of Services (Page 4)
EXISTING CONDITIONS
6. Q: Is there any new topo information?
   A: No.

7. Q: Is LiDAR mapping of the existing topography available?
   A: No.
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8. Q: Are as-builts of the underground utilities available?
   A: Partial, see answer to Question 10.

9. Q: Who is to provide services to delineate the drainage system, topography and any geotechnical services?
   A: The Architect.

10. Q: Can you clarify the existing drawings / documents (topographic, geotechnical reports, irrigation, underground utilities, etc) that will be made available to the design team (AutoCAD or not) relating to both golf course, clubhouse, parking lot?
    A: We have the following documents: Sewer and Water (where it enters the site, 1982), Drawing of the East 9 Drainage (1989), some existing topography of the course from when the new Maintenance Building and new Restroom Facilities were built and when ponds were planned for stream bank stabilization (var), East 9 Irrigation & Classic 18 Irrigation Plan As-Built (AutoCAD 2017), Clubhouse Drawing Set (1982), Parking Lot plans (1993), Irrigation Well (1999), Irrigation Pump Pond (1999), Parking Lot Lighting Electrical Plans (not dated), Plat of Survey (2004), Cart Barn Plans, Half-way House Plans (1994), Maintenance Building Plans (2004), Restroom Facility Plans (2013), and a full course Tree Survey in ArcGIS.

11. Q: Will the District provide the successful respondent with a survey of existing conditions including topographic mapping, existing golf course features (tees, fairways, greens, cart paths, bunkers), tree locations, boundary survey, buildings, parking lot, wetlands/pond boundaries, etc?
    A: See above.

12. Q: What base map files and/or as-builts will the Village be providing the chosen consultant team. Would topography, planimetric data, existing drainage and irrigation as-builts be available? To what extent would as-builts of the existing building facilities be available?
    A: See above.

13. Q: Does the District have an as-built plan of the existing golf course irrigation system?
    A: Yes.

14. Q: Can you clarify if any conditional uses, land uses, or easements exist and will impact the design intent of the RFP?
    A: This research will be provided prior to the kick-off meeting.

15. Q: Has there been any wetland delineation done?
    A: No.

16. Q: Is the golf course in a floodplain?
    A: No.

17. Q: Is the road between the parking lot and the maintenance area to be preserved?
    A: Yes.

18. Q: Is the maintenance building part of the project?
    A: No. The maintenance building is the newest on the property and works well as is.

19. Q: Is Anetsberger Golf Course Part of this project?
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2-3 PUBLIC ENGAGEMENT WORKSHOPS
20. Q: How engaged are the neighbors with the process?
   A: Community Meetings will be offered for them to provide input/comments.

PROJECT CONFORMITY TO BUILDING & ZONING CODES
21. Q: What items will likely need to go in front of the planning commission in Village of Northbrook?
   A: Talks with the Village have begun. We will need to keep them informed in regards to changes in building locations, the range location, lighting changes, etc. to determine if we will need planning commission approval.

22. Q: Can you clarify the extent of discretionary governmental approvals such as planning approvals, district board of commissioner presentations, public hearings, etc. will be required?
   A: Attendance will be required at all meetings, hearings, etc. that are necessary to see the project through to conclusion.

PERMITTING AND ASSOCIATED REVISIONS
23. Q: Do we anticipate any permitting issues?
   A: No, but we need to make sure to accommodate for MWRD time-lines, that can range from 3-4 months.

FEASIBILITY STUDY
24. Q: Can you please clarify what the desired scope and deliverables are for the "feasibility study"?
   A: Addressed in Addendum #1.

25. Q: Can you explain how the "feasibility study" might differ from the "Golf Operations Assessment" dated September 28, 2017 prepared by Sirius Golf Advisors for the Northbrook Park District?
   A: Addressed in Addendum #1.

BUDGET COST ESTIMATES FOR EACH DESIGN CONCEPT, DD and CDOC PHASES
26. Q: How many design concepts with cost estimates are you expecting at minimum?
   A: Three (3) with preliminary budget numbers.

DESIGN TEAM
27. Q: Does the Park District prefer if the Building Architect or Golf Architect takes the lead?
   A: No, we don’t have a preference. We are looking for the two to work as equal partners on the project.

28. Q: What ecological services will be needed?
   A: Audubon sanctuary related, bioswales, BMPs, etc.

29. Q: It is our understanding that the Park District will continue to use Dave Marquardt with Dirt n’ Turf to provide continued agronomy services. Can you clarify how should we address the agronomist in our proposal?
   A: The Park District will contract directly with an Agronomist for this project. No need to address this in your proposal.
Section 4: Selection Process (Page 5)

B. Oral Interview
30. Q: Are golf course and clubhouse concept plans allowed in this submittal?
   A: Yes.

Section 6: Submission Process, Due Dates and Required Documents (Page 6)

B. Firm History and Experience
31. Q: In regards to providing list of projects that were not completed: Please clarify, is this indicating projects where construction was started and not completed? Or projects that were planned or master planned and have yet to be implemented?
   A: Projects that were master planned and either construction was stopped or there are no plans to move forward with construction.

32. Q: In regards to references and signature: Again, do you want the five references from JUST the lead firm, or also from all team members?
   A: vii: Provide at least three (3) references for any sub-consultants that will be involved, with current addresses, principal client representatives, phone numbers and email addresses.

C. Financial & Legal
33. Q: In regards to financial and legal information: Are you wanting financials on JUST the lead firm, or also from the team members?
   A: From the lead firm, Architect of Record.

34. Q: We are planning to submit a team response package with the primary team members being architect of record, club design consultant and golf course architect. In regards to the section concerning financial and legal information, would that be required from all primary team members, or only from the team lead? As the proposal is inclusive to large portions of work for all parties, we wanted to confirm the park district requirement for this submission.
   A: From the lead firm, Architect of Record.

35. Q: Please confirm the need for audited financials of the prime at this time.
   A: Confirmed, must submit audited financials.

D. Team’s Methodology/Approach to the Project
   A: This is optional, if your firm includes post construction services.

G. Response Format
37. Q: Is the 30 page limit listed in the RFQ the maximum submittal requirement or does it refer just to the supplemental documents?
   A: Supplemental documents.

F. Reference/Signature Sheet
38. Q: Aside from the references and signature sheet, are there any other forms required?
   A: Signed Addendums.
OTHER QUESTIONS

39. Q: Is the Park District open to sustainable solutions, for example with the cart paths and the parking lot?
   A: Yes, we are looking for ways to meet sustainable objectives. For example, the golf course is currently Audubon Certified. The Northbrook Park District’s mission is “to enhance our community by providing outstanding services, parks and facilities through environmental, social and financial stewardship.” Therefore, we are open to incorporating LEED components, if they make good business sense. In addition, one of our district initiatives is to have all new design follow grant guidelines when possible. This initiative provides us a roadmap for environmental, social and financial stewardship. The firm’s methodology to acquire grants (OSLAD, Monarch Butterfly and Pollinators Conservation Fund, ComEd Green Regions Program, DCEO, etc.) should be outlined early on in the design process.

40. Q: Is there a benefit to expanding the size of the irrigation reservoir? We also think that linking other water sources may be beneficial.
   A: Yes, if fits into BMPs.

41. Q: Will off-site improvements be necessary? (ie: upgrades to utilities, water / sewer connections) Shall we assume none?
   A: Potential upgrades may be required depending on the extent of the renovations (i.e. converting to an electric cart fleet.)

42. Q: Can you clarify if any water-table or storm drainage issues exist?
   A: We can show the contracted team known drainage issues.

43. Q: Will the project be phased?
   A: No, the desire is to have the course and buildings completed at the same time. The course will likely close in July of 2019 and reopen in July of 2020.

44. Q: Generally, can you describe the quality level desired for the clubhouse interiors?
   A: Durable, to withstand the traffic flow of 56,000(+) rounds per year.

45. Q: In regards to any new proposed buildings/structures, would the Park District be expecting the facilities to be styled after any other existing club facilities within the district, or would the design team have a blank slate to propose their recommended approach?
   A: Blank Slate.

46. Q: Please confirm the new banquet facility will require a full-service commercial kitchen (and a food-service consultant).
   A: Our dining room, bar, and flex space will need to be serviced by a full-service commercial kitchen and a food service consultant.

47. Q: Are there any MBE or WBE requirements?
   A: No. Although, we encourage Minority Business Enterprises and Women Business Enterprises, but it is not required.

48. Q: Is the private partner for the food and beverage optional or a required item in each team’s RFQ submission?
   A: Optional, but desired.
Receipt of this addendum shall be acknowledged by signing below and including a copy within the Bid Documents.

Signature__________________________________________________________________________

Title

Company__________________________________________________________________________

Date______________________________________________________________________________