

Questions and Answers

No.	Date Posted	Question	Answer
56	11/3/04	Please clarify when the firms will be notified of the short list. After the short list firms are notified, when will the first interview and presentations start? There will be considerable effort after we are notified to prepare for the presentations. The RFP tentative schedule is unclear of the actual dates, ie, we could be notified on 11/12 and start having interviews the next week according to page 3 of the schedule.	Short-listed Firms will be notified on or around November 17 th . Interviews / Oral Presentations are tentatively scheduled for December 1 st and 2 nd . The list of Short-listed firms will be posted on-line at www.pnl.gov/tarf . The Interviews will follow the general format in the RFP. Approximately 6 strategic questions for answering during the interview will be provided upon notification of being short-listed. Interviewed firms can use all or part of the 60 minutes allotted for Q&A and can weave the answers into their presentation in any order they choose with adhoc discussion from the panel. 3 InFocus presentation machines and 3 lap top computers with internet access will be provided to firms as an aid in the presentation. Additionally an electronic white board and 2-3 flip charts will be available for use. Short-listed firms will be provided dimensions and digital pictures of the interview room upon notification of being short-listed.
55	11/3/04	Is there a preferred project specific table of contents for the final CDR?	PNNL is currently establishing the CD-01 requirements including the CDR requirements.
54	11/3/04	Do the Design Guidelines presented in the 2002 Campus Master Plan apply to the Horn Rapids Triangle site as well?	The existing 2002 Master Plan is to be updated and PNNL expects that these guidelines will be explored further and defined as necessary for the Horn Rapids Triangle area and the remainder of the existing campus. Refer to Project Design Criteria 1.3 Master Planning.
53	11/3/04	Do the Horn Rapids site + Program require Rail access?	No.
52	11/3/04	Are there setbacks of special security requirements for the Horn Rapids site?	We are currently defining the security requirements. There are minimal setbacks required by the City; as well, there are existing utilities on the south end of the site.
51	11/3/04	In addition to City requirements, are there other specific parking requirements?	No.
50	11/3/04	Is it desirable to maintain pedestrian + vehicular connections to the campus?	Refer to Project Design Criteria 1.3 Master Planning.
49	11/3/04	Has a project budget and funding profile been established? Or will this be determined as part of this project?	Preliminary budgets have been established but are expected to vary based on the outcome of the work required by the PDT in this contract.
48	11/3/04	Can more definition be given to the 240,000 S.F. of "Common Space"?	The 240,000 square feet was based on an assumed building efficiency in order to total 500,000 gross square feet.
47	11/3/04	Is the 500,000 S.F. distributed equally among the 4 buildings?	Multiple alternatives analyses are required for this project. The distribution will vary based on these alternatives.
46	11/3/04	Will the "Horn Rapids Triangle" site need to accommodate future growth beyond the programmed 500,000 S.F. of space?	Yes, the Master Plan should explore future growth for this area and the existing campus beyond the scope of this project.
45	11/3/04	Will the entire 500,000 S.F. of Office/Lab space be built at one time or phased? If time	The construction will be phased. A conceptual schedule has been prepared but will be revised,

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		phased, has a timeline been established?	based on the work of the PDT and other considerations.
44	11/3/04	In regards to the submission of the Standard Form SF330, can you clarify if you require a complete SF330 form from EACH consultant as well as from the Lead Firm? Or are you looking for ONE complete form where the consultants only provide Section E. Resumes and Section F. Project Information, which would be incorporated into the Lead Firm's SF330?	We are looking for ONE complete SF330 form submitted by the Lead Firm with the proposed team (including key subcontractors and consultants) reflected appropriately throughout.
43	11/2/04	Under Schedule –A- Deliverables, can you please clarify if the PDT will be required to prepare two conceptual designs—one for PNNL's Project Programming and one of the three alternatives created by the PDT?	It is expected that the PDT will be required to prepare multiple conceptual designs based on the number of facilities in the alternative.
42	11/2/04	PART I – Schedule, page 17, could you please define what is meant by “Building Program (one sponsor)” at the eight week mark? Can you identify who the sponsor will be?	The building program will be a conceptual level definition of one facility defined by the PNNL Project Programming. The sponsor will be identified at project award.
41	11/2/04	I wanted to make sure that we have the correct physical address for the response.	IMPORTANT! – Reference Part I Schedule paragraph A.3.a: The physical address for directing all communications and for mailing submittals to Battelle contained a typographical error (change 901 to 902 Battelle Blvd). The correct mailing address is: Battelle Memorial Institute Attention: Kim Anderson 902 Battelle Blvd, Mail Stop J2-05 Richland, WA 99352 Phone: 509.376.5281 Fax: 509.376.2667 Email: kim.anderson@pnl.gov
40	11/2/04	Is there any requirement for registering interest in submitting for solicitation prior to submitting deadline	There is no express requirement to register, however, registration gives Battelle some advance notice of the number of proposals that will need to be evaluated. Registration is also an opportunity for firms to look for partnering possibilities and to better understand the competitive market. At this point there have only been clarifications posted on the website, however, if addenda is issued we plan on notifying all firms that have expressed an intent to bid that there has been a change in the RFP.
39	11/2/04	Schedule-A-Deliverables, Section B Work Product, Section 4) Concept Design This section describes a very detailed set of requirements for a concept phase and actually indicates a scope of work more common to the Schematic Design phase.	

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		<p><u>QUESTIONS:</u></p> <p>39.1</p> <ul style="list-style-type: none"> Does concept design need to be completed for all four buildings at this detailed level of development by April 30, 2005? <p>39.2</p> <ul style="list-style-type: none"> We have successfully completed a CDR with less information than described in the Concept Design deliverables, yet with a fully described project. Will Battelle consider a reduced, yet fully descriptive, scope of deliverables if time is a constraint to completing the described level of deliverables for all four buildings by April 30, 2005? 	<p><u>ANSWERS:</u></p> <ul style="list-style-type: none"> Yes. Conceptual designs are required on a building basis. See Schedule –A- Deliverables, Item 4: for minimum elements of a conceptual design. The PDT shall propose a business approach that will meet the needs of Battelle as requested. Time constraints will not be addressed at this time.
38	11/2/04	<p>Part I-Schedule, Section F.2.b Interim Milestones (page 17); The Interim Milestones listing indicates the completion of a partial and different list of deliverables as compared to the work product deliverables described in Schedule-A. The "Alternatives Analysis" and the "Conceptual Design" deliverables from Schedule A are not specifically listed as Interim Milestones. Item "4) Building Program (1 Sponsor)" is listed as an Interim Milestone.</p> <p><u>QUESTIONS:</u></p> <p>38.1</p> <ul style="list-style-type: none"> Item #4) Building Program (1Sponsor) has been confirmed as one of the four proposed buildings with an Interim Milestone 8 weeks after award. Will this milestone deliverable include only the program development for the building? <p>38.2</p> <ul style="list-style-type: none"> No Interim Milestone is noted for the "Alternatives Analysis". How does Interim Milestone #4 for one building program relate to the development of the Alternatives Analysis? Do you expect the Alternatives Analysis to be completed as part of Interim Milestone #3 Facility Program? It seems implied that the Alternatives Analysis should be completed before a specific program can be defined for the initial building. <p>38.3</p> <ul style="list-style-type: none"> No Interim Milestones are noted for Concept Design. What timing do you expect for the Concept Design work? Will the concept for the building program from Interim Milestone #4 be completed first? When do expect the completion of 	<p><u>ANSWERS:</u></p> <ul style="list-style-type: none"> Yes. We expect to see program development for a building type (to be determined / negotiated) as requested. Correct. No interim deliverables are required for the Alternatives Analysis. The alternatives analysis should be nearly complete by the A/E 8 weeks after award and this data will be used in the interim milestone deliverable to Battelle. Correct. See response to 38.2 above.

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	38.4	<p>concepts for the other buildings? Are concepts for all four buildings due by April 30, 2005?</p> <ul style="list-style-type: none"> Will the completion of any building specific CDR's be required by April 30, 2005 or possibly later? 	<ul style="list-style-type: none"> No. Building specific CDRs are not required. Building specific conceptual designs are required, and will be included in the CDR. See Schedule –A- Deliverables, Item 4) for the minimum elements of a conceptual design.
37	10/29/04	<p>Project Design Criteria Section 1.3, Master Planning (Page 3) states “A conceptual master site plan was developed for the new replacement facilities to be located in the Horn Rapids Triangle.” Is a copy of this document available prior to submission of PDT qualifications?</p>	<p>This document will not be made available prior to submission of PDT qualifications. This internal document was produced to outline potential project options and does not have Battelle approval. This document does not contain detailed information and has not been released for public use.</p>
36	10/29/04	<p>Project Design Criteria Section 2.4.A. (Page 9) references the “1999 PNNL Master Campus Master Plan.” Although not reflected in the title as published, it is assumed that this plan addresses landscaping master planning considerations. Is a copy of this document available prior to submission of PDT qualifications?</p>	<p>This document was incorrectly titled and should have been titled, “1999 PNNL Campus Landscape Master Plan”. At the time of RFP issuance, an electronic copy was not available. An electronic copy is now available and can be viewed at www.pnl.gov/tarf under Part III, Exhibits and Attachments.</p>
35	10/29/04	<p>Does PNNL have a 10 year plan of funded projects? If so are they included in the present master plan?</p>	<p>No, Battelle does not have a 10 year plan of funded Projects.</p>
34	10/28/04	<p>Section C.2.a. (Page 12 of PART I Schedule) refers to “.....conceptual design for one or more replacement (new) facilities.” Other sections of the RFP (e.g. Schedule A – Deliverables) refer to “PNNL’s Project Programming” as a baseline for the Alternatives Analysis and “First Strategy” for Conceptual Designs. Is the correct to assume that: (1) the baseline design is for four (4) replacement facilities; (2) one alternative is a single facility; and (3) second and third alternatives are varying programmatic combinations within two (2) facilities?</p>	<p>PNNL expects the PDT to evaluate, verify and further develop the programming done to date for this project in order to explore the most effective, efficient and enabling strategy. This effort should provide the additional option discussed in the RFP. Based on PNNL’s prior programming, the research capabilities do divide into roughly four facilities. It is expected that this is one of the alternatives to be considered by the successful PDT.</p>
33	10/28/04	<p>Section A.2.f. of PART I Schedule refers to an “Interim Deliverable – Programming for one Bldg” tentatively scheduled for February 2005. Please confirm that this interim deliverable relates to one of the four buildings in the baseline design. If this interpretation is not correct, please clarify the contents of the interim deliverable.</p>	<p>The interim deliverable is for one of the four buildings described in the PNNL programming effort.</p>
32	10/28/04	<p>The number of replacement (new) facilities (design alternatives) is related to the timing</p>	<p>Construction of the replacement facilities contemplated by this RFP is intended to be</p>

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		and source(s) of funding. Can Battelle/PNNL provide additional information at this time on these variables? If not, will this information be available to the either the shortlisted PDTs or at the time of project kick-off?	substantially complete by 2009.
31	10/28/04	Section C.2.b. (Page 14 of PART I Schedule) states, "the facilities will be located on government owned land adjacent to the north end of the main PNNL campus [Horn Rapids Triangle]." Which "government" entity will maintain ownership of the site, and will this ownership have an impact on the ownership structure of the replacement facilities (i.e. ownership by Battelle, ownership by DOE, ownership by City of Richland or other third party, etc.)	It is expected DOE Office of Science will retain ownership and stewardship of the land. It is also expected that PNNL will operate all of these facilities.
30	10/28/04	The 2002 Campus Master Plan states that the PNNL campus was re-designated as a "Business Research Park" by the City of Richland in 2002. Do the boundaries of this park include "Horn Rapids Triangle?" If not, are their intentions to incorporate the 300 Area Replacement Facilities site into the Business Research Park?	PNNL is currently working with the city in regards to this issue.
29	10/28/04	Section B.1, Schedule – A - Deliverables 1) Campus Master Plan and 2) Facility Program state "PNNL shall provide additional campus master plan information ..." and "additional programming data" for use in completing the campus master plan update and the facility programming. Please describe the nature of this additional information and relevancy to current Battelle/PNNL project goals and objectives.	The campus master plan information consists of pre-conceptual site plans and the site planning criteria used to develop this plan. The programming performed by PNNL thus far, has evaluated each existing research capability and determined the required amount and type of laboratory space necessary to fulfill this project's goals. As well, it has broken the capabilities into facilities based on sponsor funding.
28	10/28/04	Section B.4. Schedule – A - Deliverables Conceptual Design(s) states that "The PDT will prepare conceptual design(s) to be included in Conceptual Design Report(s) (CDRs)....." Further, It is understood that the PDT will develop a First (four replacement facilities) and Second Strategies (less than four replacement facilities), each of which will contain "conceptual design(s)." To more accurately assess the deliverables for Conceptual Design; please provide further clarification on the intent of this phase. For example, will the PDT be requested to prepare more than one stand-alone CDR (i.e. First and Second Strategies) for submission to the DOE for CD-1 approval?	That is an expected possibility.
27	10/28/04	Section 2.5. (Page 9 of the Project Design Criteria) states "A geo-technical study as needed to characterize the site shall be	This will be provided by PNNL

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		completed.” Is this study to be performed by the PDT as part of this initial Scope of Work?	
26	10/28/04	Section 7.1.C. (Page 16 of the Project Design Criteria) states “A fire hazards analysis (FHA) shall be performed for each laboratory facility. Is this study(ies) to be performed, as a preliminary analysis of the conceptual designs, by the PDT as part of this initial Scope of Work?	A preliminary fire hazards analysis shall be provided as part of this scope of work.
25	10/28/04	Section 7.3.A (Page 18 of the Project Design Criteria) states that “All fire suppression, fire detection, and fire alarm drawings, specifications, and calculations shall be prepared under the supervision of, and be approved by, a licensed and/or degreed fire protection specialist.” Please clarify if this specialist is to be licensed or degreed.	Licensed
24	10/28/04	Will compliance with Homeland Security Directives be required?	For the purposes of this proposal, it is not anticipated that any DHS directives will be required.
23	10/28/04	Will we be required to follow the Federal energy code, 10CFR 435 in addition to exceeding the Washington State code by 40%?	Exceeding the Washington State energy code by 40% will fulfill the Federal Energy Code requirements.
22	10/28/04	Does DOE want to showcase any energy alternative strategies as part of this master plan effort?	Yes.
21	10/28/04	Is private ownership of facilities with some kind of leaseback option possible or likely in funding for the buildings on this site?	Yes
20	10/28/04	Paragraph 8.7.H of the Project Design Criteria states that the exterior lighting control strategy is to be submitted with the proposal. Shall we assume that is not a requirement for this qualifications package?	No lighting submittal is required
19	10/28/04	Since there is overlap between the narrative (mainly Tabs 3 and 4) and the SF330 (Part I, Sections C, D & E related to personnel and organization, and Section F-Projects), do you wish to receive the entire SF330 Parts I and II? If so, do you prefer that we duplicate the material in both narrative and SF330 sections?	While elements of information to be provided in the narrative sections of TABs II, III and IV duplicates certain factual information provided in the SF330; the intent of these narrative sections of the submittal are to allow responding firms opportunity to weave the factual elements of the SF330 into a persuasive presentation keying on strategies, experience, personnel, relationships, approaches, accountabilities and accomplishments. The entire SF330 will be used in combination with the narrative sections of TABs II, III, and IV to evaluate responding firms against the RFPs scoring criteria. The entire SF330 should be completed and included under TAB 6 of the Qualifications Submittal.
18	10/28/04	Under Tab 5 - Representation and Certifications, a certification form must be signed and included in the proposal. My question is, does just the lead firm complete and sign the form or do the consultants	Signed reps and certs are only required from the lead firm i.e. the firm that Battelle will be contracting with.

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		complete and sign as well?	
17	10/27/04	QUESTION: Is the entire RFP on the web site?	ANSWER: Yes, the entire RFP 6733 for the 300 Area Replacement Facilities (TARF) - Professional Design Team is posted on-line at www.pnl.gov/tarf .
16	10/27/04	QUESTION: What type of Lab is referenced?	ANSWER: You can learn more about Battelle and the Pacific Northwest National Laboratory on-line at www.pnl.gov .
15		QUESTION: What types of laboratory facilities are required?	ANSWER: At a minimum it is envisioned these capabilities will be included in new replacement facilities for this project. <ul style="list-style-type: none"> • Chemical, materials, and environmental sciences; • Systems biology, atmospheric sciences and global change; • Biology, low dose radiation biology, environmental molecular chemistry, microbiology, biogeochemistry, subsurface science and biotechnology; • Highly sensitive ionic, organic, and inorganic analysis; • Ultra-trace level physical, organic, inorganic and radiological analysis.
14	10/27/04	QUESTION: What is on the site now? (report indicates @ 393,000 sf of lab space)	ANSWER: See Part III Exhibits and Attachments – Campus Aerial. Horn Rapids Triangle area is the described site (see also Part III Exhibits and Attachments – Project Design Criteria, 1.2 location).
13	10/27/04	QUESTION: Where is the main research campus?	ANSWER: See Part III Exhibits and Attachments – Campus Aerial. (Battelle Private and 300 Area).
12	10/27/04	QUESTION: How much space will be consolidated (ie all of the currently occupied research/admin buildings throughout the campus)?	ANSWER: See Part I Schedule. C.2.a Introduction.
11	10/27/04	QUESTION: What is driving the project? Anything beyond mission of integrating physical, chemical and biological research and the desire to shrink Hanford to 75 acres?	ANSWER: See Part I Schedule. B. Project Background.
10	10/27/04	QUESTION: Will we need additional environmental assessment as part of our team?	ANSWER: PNNL is performing this work currently.
9	10/27/04	QUESTION: Are there any particular site constraints or key project issues?	ANSWER: See Part III Exhibits and Attachments – Campus Aerial. See Part I Schedule. B. Project Background.
8	10/27/04	QUESTION: Part I - Schedule, Section B.3 a. - states that we are required to include information on the cover of the submittal - can we include this information on a sheet behind	ANSWER: We would prefer the information to be on the cover; however, proposals will not be rejected if the required information is on a page beneath the cover.

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		our cover which is traditionally glossy card stock and therefore not good for printing on?	
7	10/27/04	QUESTION: Part I - Schedule, Section B.3 c. - Tab 4 - you ask us to identify 4-7 key staff in the first paragraph and then a list of 6-10 consultants or in-house staff in the first bullet point - just to clarify, does this mean that altogether we have to include 10-17 people or 6-10 as a maximum?	ANSWER: The numbers given for key personnel and consultants are for guidance purposes only. The intent is for proposing firms to outline their key team staff and consultants within the 5 page limit.
6	10/27/04	QUESTION: Part I - Schedule, Section B.3 c. - Tab 6 – will you require a whole SF330, including parts 1 and 2 as a lot of part 1 will have already been covered in the other tabs. Also, if that is the case, would you like it to be included as tab 6 or in a separate binder?	ANSWER: A complete SF 330 is required as part of the qualifications submittal and should be included under tab 6 of the qualifications submittal.
5	10/27/04	On page 10, Tab 4, regarding your request for background information on the Team Leader, by Team Leader are you referring to the day to day Project Manager, or the Design Team Leader, or could you simply provide your definition of Team Leader?	We see this Work as requiring the integration of multiple design deliverables: i.e campus planning, facility programming and conceptual design. If proposing as a single firm, the team leader would be the single point of contact within your firm responsible for pulling together the multi-discipline aspects of the work and interfacing with Battelle. If proposing as a "design team", the single point of contact would coordinate the activities between firms and provide reporting and accountability to Battelle.
4	10/27/04	With regards to the schedule, what is the expected duration of reviews and approvals?"	It is anticipated that under the time constraints it will be difficult to allow for the down time of formal reviews and approvals. However, we understand this is an important step in the design process. We are expecting to be engaged with the successful team on a continual basis utilizing both collaborative tools and on site meetings to include the respective stakeholder(s) and/or decision maker(s). We are working now to streamline the decision making process, finalize involved parties and establish those parties' roles and responsibilities. Therefore, we see an opportunity for the bidder to recommend innovative and creative approaches to collaborating throughout the design process in order to successfully meet the final schedule, minimize review/approval downtime and maximize owner input into the process.
3	10/27/04	Please clarify what is meant by the numbers in parentheses on page 10, Tab 4: "...Staff (4-7) that will work..." and "in-house staff (6-10) to perform..."	The numbers given for key personnel and consultants are for guidance purposes only. The intent is for proposing firms to outline their key team staff and consultants within the 5 page limit.
2	10/27/04	Modification #2 appeared on the Federal Business Opportunities web site on October 25 th . Would you please clarify the purpose of or new information provided in Modification	The FBO is a recognized means for widespread commercial distribution of business opportunities. The FBO posting was intended to announce the RFP and direct interested firms to the RFP posting

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		#2?	site www.pnl.gov/tarf . Modification #2 to the FBO posting on October 25th clarifies that the entire RFP is posted at www.pnl.gov/tarf .
1	10/27/04	Please clarify what area "adjacent to the north end of the main PNNL campus" has been designated for the proposed building complex. Is it the land north of Horn Rapids Road? Or might it be the area west of EMSL?	See Project Design Criteria paragraphs 1.2 and 1.3.