



**National Trust for  
Historic Preservation**  
*Save the past. Enrich the future.*

## Addendum No. 1

PROJECT: WOODROW WILSON HOUSE BUILDING SYSTEMS UPGRADES

DATE: MARCH 24, 2022

RE: ADDENDUM NO. 1 TO REQUEST FOR PROPOSALS, ISSUED MARCH 2, 2022

DISTRIBUTION: VIA EMAIL TO PROPOSAL WALKTHROUGH ATTENDEES

### Response to Questions Received

**Q:** Confirm that the Phase 1 investigation and assessment as outlined in the RFP will apply only to the HVAC systems and the electrical systems needed to support the HVAC upgrade (not any other discipline such as architectural, structural, fire protection, fire alarm, plumbing, civil, landscape).

**A:** **Correct. The Phase 1 Scope of Services are limited to HVAC systems and directly associated systems (electrical, plumbing for condensate, where applicable, etc.). Existing fire protection, fire alarm, security, data, and other disassociated systems shall remain in place, unless proposed HVAC system replacements necessitate other system improvements.**

**Q:** Confirm that the Phase 2 Contract Documents required in response to the RFP will include HVAC documents and electrical and plumbing documents needed to support the HVAC upgrade (architectural, structural, fire protection, fire alarm, civil and landscaping, etc., if required, will be provided by others).

**A:** **Correct. The Phase 2 Scope of Services are limited to HVAC systems and directly associated systems (electrical, plumbing for condensate, where applicable, etc.). Existing fire protection, fire alarm, security, data, and other disassociated systems shall remain in place, unless proposed HVAC system replacements necessitate other system improvements.**

**All Architectural coordination and design will be handled by Mark Stoner, the National Trust's Architect.**

**If it is determined – as a result of the Phase 1 Assessment and Schematic Design – that additional Structural and MEP Engineering design services are required to complete the Project Scope, these services will be considered in additional to the Contract and will be addressed prior to the start of Phase 2.**

**Q:** Will the National Trust require more than one (1) potential replacement HVAC system to be evaluated, and if so, will a Life Cycle Cost Analysis be required to

compare more than one replacement system?

**A: We expect multiple system options to be considered and discussed with the Architect and Woodrow Wilson House staff during the Phase 1 process. The intent for the Phase 1 deliverable would be an examination of options which will achieve the project goals and a Schematic Design of the best option, as agreed by the Consultant and National Trust team.**

**Q:** Would the National Trust provide the marked-up plan of the existing steam piping routing that was discussed during the walkthrough?

**A: The steam piping routing plan is attached to this Addendum. Note, these riser diagrams were determined by thermal imaging and may be incomplete.**

**Q:** Are the existing building documents included in the RFP (showing the existing conditions) available in electronic format? If so, is the electronic format PDF files, AutoCAD files, or other, and will they be made available to the successful team?

**A: The Site plan, floorplans, roof plan, and sections will be provided to the selected consultant in .pdf and .dwg format.**

**Q:** Please confirm that structural engineering costs are not to be included in the RFP response.

**A: Correct. If it is determined – as a result of the Phase 1 Assessment and Schematic Design – that additional Structural (and MEP Engineering) design services are required to complete the Project Scope, these services will be considered in addition to the Contract and will be addressed prior to the start of Phase 2.**

**We do anticipate that a structural engineer will need to be engaged to, at the very least, ensure that any proposed rooftop equipment is adequately supported by the existing structure. Any additional scope is to be determined during Phase 1.**

**Q:** Please confirm that abatement of hazardous materials, if found, is not part of the engineering design, but will be handled separately by the National Trust.

**A: Correct. Any LBP or Asbestos testing and/or abatement will be the responsibility of the National Trust and/or the General Contractor.**

**Q:** Please confirm that a map of the steam piping has been done by the National Trust and will be made available for use by the successful bidder.

**A: The steam piping routing plan is attached to this Addendum. Note, these riser diagrams were determined by thermal imaging and may be incomplete.**

**Q:** Please confirm that budget pricing to be provided is for the MEP costs only. Cost for Architectural work is by others.

**A: Correct. Architectural services necessary to complete the project will be handled by Mark Stoner, the Architect for the National Trust.**

Q: Is commissioning of the installed system to be done? If so, are we allowed to submit a bid to perform the commissioning?

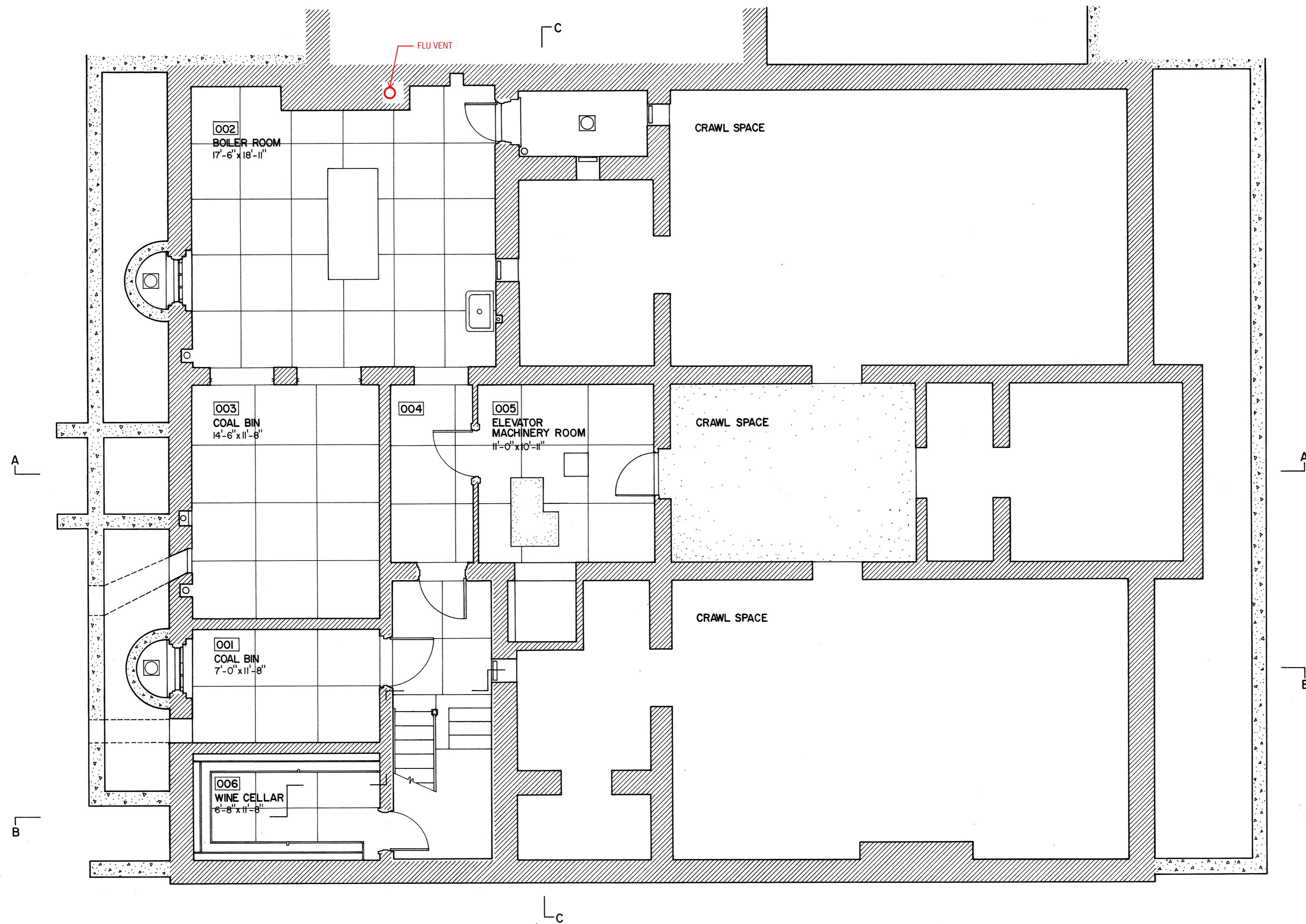
A: **System Commissioning is anticipated, though this will be handled separately and should be excluded from fee proposals. The Trust will not exclude the Design Engineer from providing a proposal to complete commissioning services.**

Q: Please clarify the expected schedule through project completion.

A: **The following conceptual schedule was discussed at the preproposal walkthrough:**

Phase 1: Assessment/SD	6-8 weeks
Phase 2: Construction Documents	6-8 weeks
Phase 3: Bidding	4 weeks
Construction	12-16 weeks

**Please note that this schedule is conceptual and, for that reason, was not included as a requirement in the RFP. If you and your team feel the schedule is too aggressive, the Trust invites you to suggest a schedule in the proposal that you feel is better suited to the project goals. The Trust is far more interested in completing this project CORRECTLY than QUICKLY.**



BASEMENT PLAN

FEET 1/4" = 1'-0"  
METERS 1:48

0 1 2 3 4 5 10 15  
0 1 2 3 4 5



SYMBOL LEGEND	
	RADIATOR
	RADIATOR (SHUT OFF)
	SUPPLY RISER (CONCEALED)
	SUPPLY/RETURN PIPING

DRAWN BY: NICHOLAS DIFFENBAUGH, 1976, KENNETH S. WILLIAMS, JR., 1977

WOODROW WILSON HOUSE PROJECT 1976-7  
OFFICE OF HISTORIC PRESERVATION  
UNDER DIRECTION OF THE NATIONAL PARK SERVICE,  
UNITED STATES DEPARTMENT OF THE INTERIOR

NAME AND LOCATION OF STRUCTURE

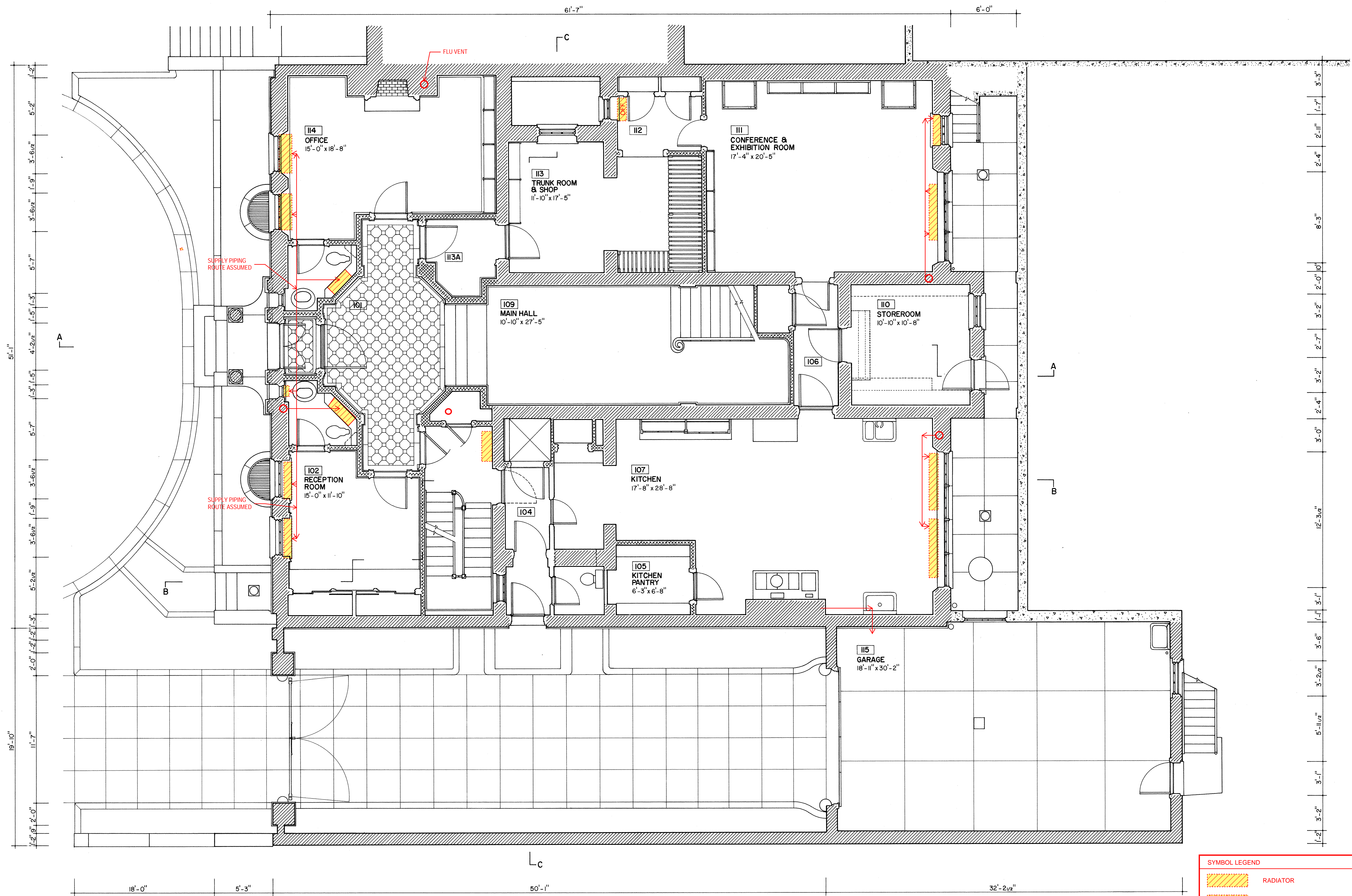
WOODROW WILSON HOUSE (HENRY PARKER FAIRBANKS HOUSE)  
2340 S STREET NW WASHINGTON DISTRICT OF COLUMBIA

SURVEY NO.

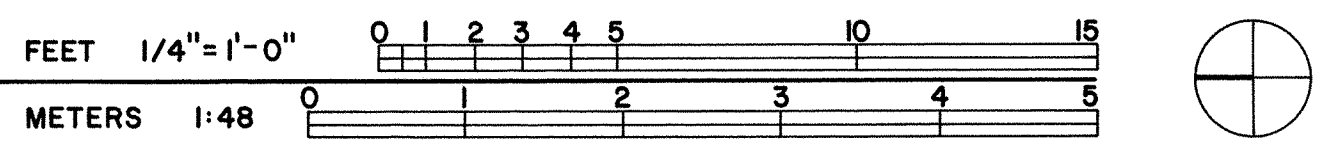
DC  
133

LEGEND OF SYMBOLS

HISTORIC AMERICAN  
BUILDINGS SURVEY  
SHEET 3 OF 13 SHEETS



FIRST FLOOR PLAN



SYMBOL LEGEND	
	RADIATOR
	RADIATOR (SHUT OFF)
	SUPPLY RISER (CONCEALED)
	SUPPLY/RETURN PIPING

DRAWN BY: NICHOLAS DIFFENBAUGH, 1976, KENNETH S. WILLIAMS, JR., 1977

WOODROW WILSON HOUSE PROJECT 1976-7

OFFICE OF ARCHITECTS AND HISTORIC PRESERVATION  
UNITED STATES DEPARTMENT OF THE INTERIOR

NAME AND LOCATION OF STRUCTURE

WOODROW WILSON HOUSE (HENRY PARKER FAIRBANKS HOUSE)

DISTRICT OF COLUMBIA

WASHINGTON

SURVEY NO.

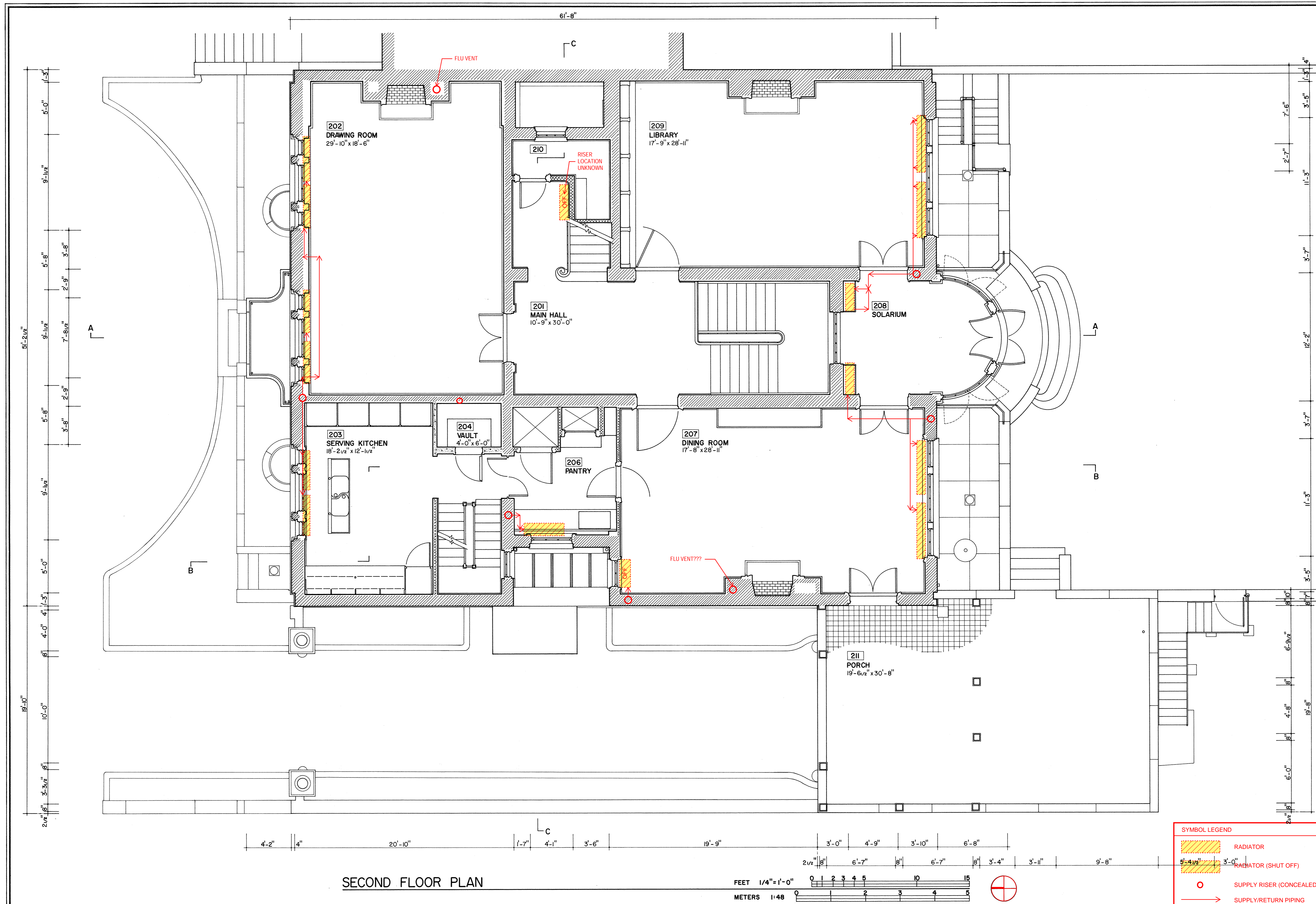
DC 133

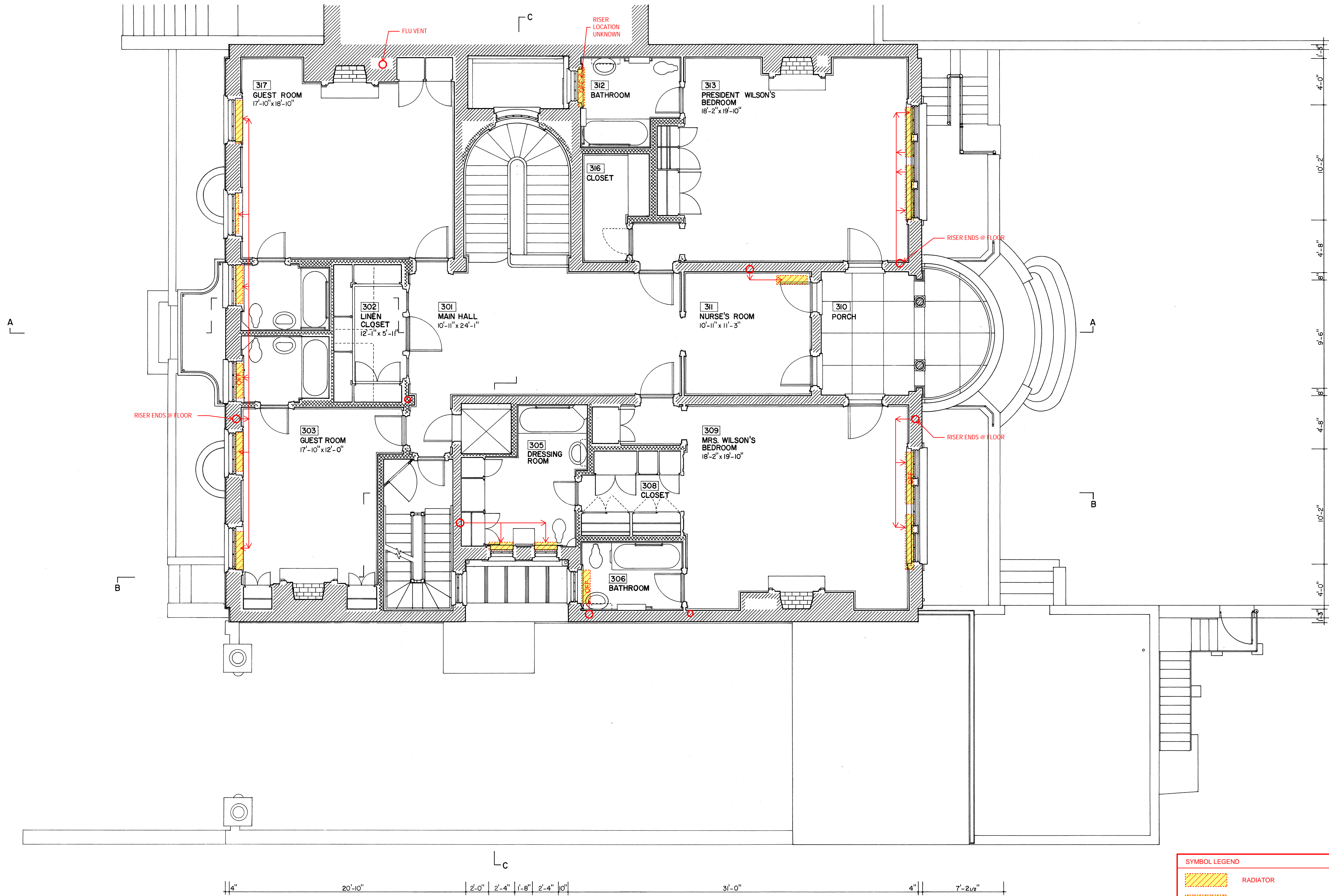
HISTORIC AMERICAN BUILDINGS SURVEY

SHEET 4 OF 13 SHEETS

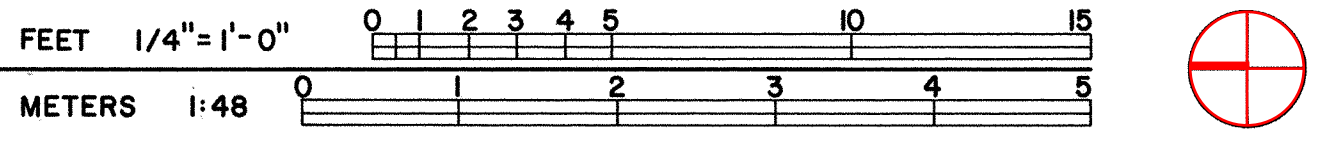
LEADER OF COMMENTS

NO. 1000





THIRD FLOOR PLAN



SYMBOL LEGEND	
	RADIATOR
	RADIATOR (SHUT OFF)
	SUPPLY RISER (CONCEALED)
	SUPPLY/RETURN PIPING

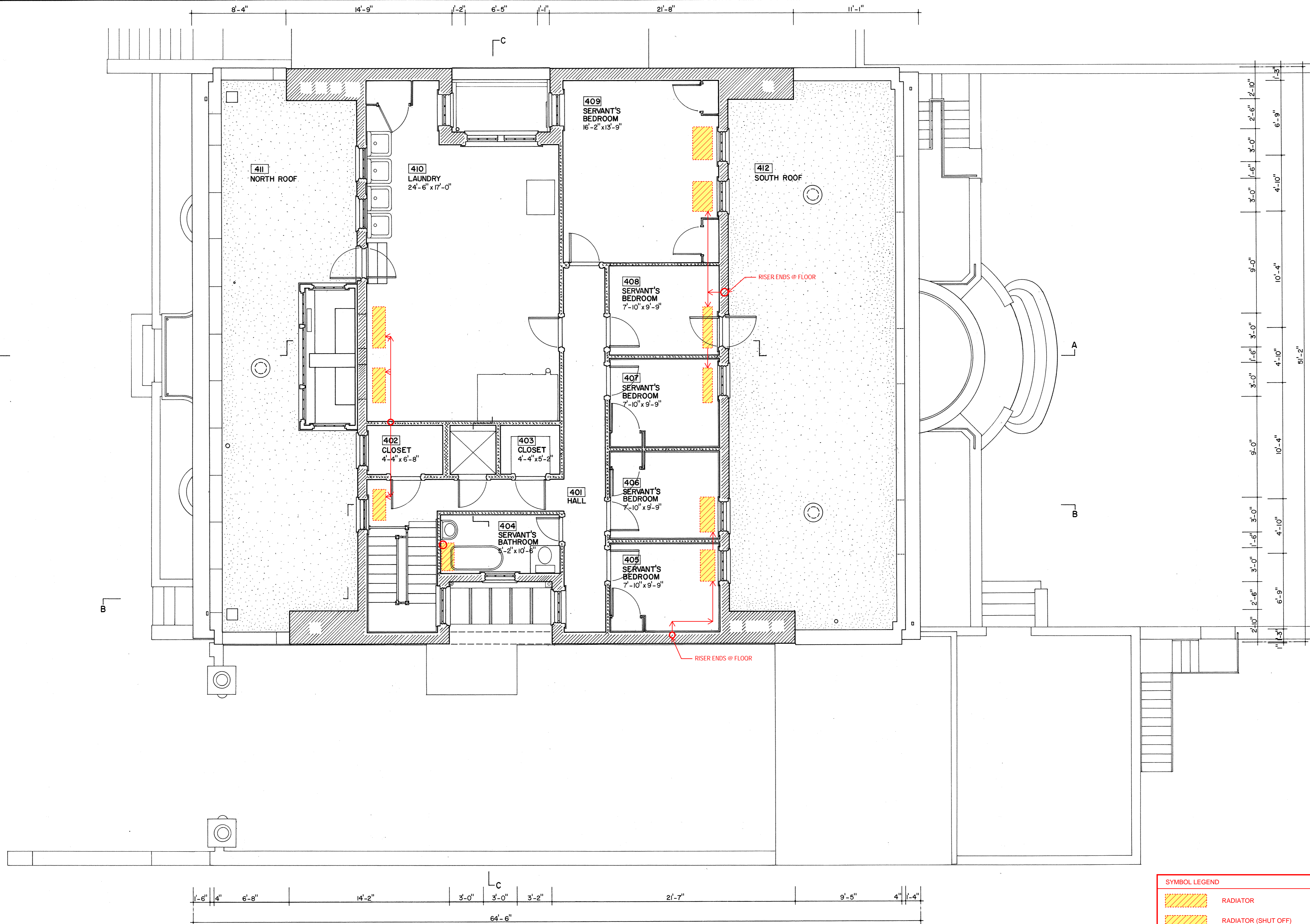
DRAWN BY: THOMAS PATERSON, 1976. KENNETH S. WILLIAMS, JR., 1977

WOODROW WILSON HOUSE PROJECT 1976-7  
ON BEHALF OF THE NATIONAL ARCHIVES  
UNDER DIRECTION OF THE NATIONAL PARK SERVICE  
UNITED STATES DEPARTMENT OF THE INTERIOR

WOODROW WILSON HOUSE (HENRY PARKER FAIRBANKS HOUSE)  
DISTRICT OF COLUMBIA  
WASHINGTON

SURVEY NO.  
DC  
133

HISTORIC AMERICAN  
BUILDINGS SURVEY  
SHEET 6 OF 13 SHEETS



FOURTH FLOOR PLAN



SYMBOL LEGEND	
	RADIATOR
	RADIATOR (SHUT OFF)
	SUPPLY RISER (CONCEALED)
	SUPPLY/RETURN PIPING

DRAWN BY: HATTIE RUSSELL, 1976, KENNETH S. WILLIAMS, JR., 1977

WOODROW WILSON HOUSE PROJECT 1976-7  
OFFICE OF HISTORIC PRESERVATION  
UNITED STATES DEPARTMENT OF THE INTERIOR

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HISTORIC AMERICAN  
BUILDINGS SURVEY  
SHEET 7 OF 13 SHEETS

LEGEND OF COLORED  
AND SYMBOLS