



Questions and Answers

Date: July 24, 2023

To: Interested Firms and Individuals

From: Chris Valley – Building Official, San Carlos Building Division

Subject: Q&A for the Request for Proposals – 2nd Floor Library and 2nd Floor City Hall Tenant Improvements – Phase II C2317

PROPOSALS ARE DUE BY FRIDAY, AUGUST 4, AT 10:00AM. PLEASE SEND IT TO ME DIRECTLY AT CVALLEY@CITYOFSANCARLOS.ORG PER THE DIRECTIONS IN THE RFP.

The City received the following questions (**in bold**) that were submitted through emails. Answers are in plain type below each question.

- 1. Is there a planholder's list or a list of document takers that accompanies this project? If so, could I please get a copy?**

There is no planholder's list for the project as this is just a request for design services, not construction.

- 2. Is there an estimated cost value available?**

The project budget is \$100,000.

- 3. Has a start date been determined for the work yet? Is there an approximate date of completion?**

No specific start date has been determined for the City Hall remodel; however, we anticipate the start date for the Phase 2 second floor library work to begin mid to late 2024. Date of completion for the architectural drawings is anticipated by the end of 2023.

- 4. Are there any plans available for the existing conditions and any areas of the 2nd floor that should remain as currently constructed?**

We have a PDF (not to scale) available for each project area – however, it is for the older version of each space and does not reflect current layout.

- 5. Regarding the staff expansion numbers – are those the added numbers (to an existing count), or the total count the client is seeking when the renovation is complete?**

The staff numbers listed in the RFP is reflective of the current total count.

- 6. Has the city determined the project delivery method? Page 3 mentions the following “Mechanical, electrical, and plumbing to be design-build.”. Please confirm if the project is Design-Build or another method.**

The electrical layout will need to be included on the plans. Mechanical and plumbing is anticipated to be design-build.

- 7. Is Phase 1 of the project completed? Is there any overlap between the two? If there is, please describe.**

Phase 1 of the 2nd floor library remodel is complete – we are now working on architectural design of Phase 2.

- 8. Is the existing building drawings / model available for us to use? Or additional survey and modeling needed?**

We have existing drawings available in PDF that do not reflect current layout of the floor plan nor are they to scale. A survey of the areas of work will be needed for generation of the plans.

- 9. Will the city be the Authority Having Jurisdiction (AHJ) for this project?**

Yes.

- 10. Is FF&E design, selection, and specification desired?**

Yes, the consultant will assist in the selection of the FF&E and will subsequently design for it in the plans and provide technical specifications.

- 11. Are program requirements for the support spaces available? Conference rooms quantity/ratio etc.**

Not currently.

- 12. Is the project currently funded? Or is there a project pause waiting for funding once the documentation is completed?**

The architectural plan RFP is funded, and the Phase 2 library remodel project is funded under our adopted two-year capital improvement plan budget.

- 13. Is there any exterior/roof top scope in the project?**

No.

14. If a specific member of our team is not able to attend the Pre-proposal walk, may they visit the facilities ahead of time?

No, interested consultants will need to attend at the same time.

15. Given the City's sustainability goals, are there any specific ones for this planning work?

There are no specific sustainability goals spelled out for this project other than it meet current code.

16. Is scope information tied to the library?

Please clarify this question. [No clarifying response provided by architect]

17. Can the City please confirm the page limit? Pg 5 mentions ten (10) single-sided pages, but Pg 6 mentions twenty (20) pages.

This is a typo – no more than 20 pages is ideal, but a submittal that is more than 20 pages will not be discounted.

18. Can the City provide a tentative project schedule?

We hope to have the architectural plans complete by the beginning of 2024 – the Phase 2 library remodel will come first, and we plan on getting that started the middle of 2024.

19. Will the City be sharing its standard form of agreement along with the Addendum?

Yes, standard Professional Services Agreement is herein attached.

20. Does the cost section count towards the page limit?

No.

21. Our understanding is that conceptual design be part of the contract, therefore our project approach should illustrate our workplan and design approach, with no mention of plans. Can the city please clarify its expectations for the RFP?

The first deliverable is three PDF floor plan alternatives according to page 2 of the RFP. The floorplan alternatives should be single page PDF documents / renderings.

22. Will the City share plans prior to the RFP deadline to be incorporated in our project approach and/or facilitate our fee breakdown?

Yes, we'll provide a PDF, unfortunately not to scale of the two floor plan areas – derived from the original layout of each facility.

23. Will the library planning or space be adapted based on this effort? Will we engage San Mateo County Libraries (SMCL)?

We'll be subject to the 20% accessibility improvement requirements if that is what you mean by adapted.

You'll be working with the City only on this project – not the San Mateo County Library.

24. Will each space require a separate plan submittal?

Yes.

25. Please clarify the area of the existing building footprint that will be included as part of this tenant improvement.

The area footprint of the 2nd floor library remodel space is approximately 2750 square feet, and the footprint of the 2nd floor City Hall remodel space is approximately 5712 square feet, including hallway and restroom areas.

26. Will the City be providing a current layout of the existing spaces in both buildings during the RFP process?

No. We'll provide a PDF of the shell for the 2nd floor library space and an older floor plan version of 2nd floor City Hall. The chosen architectural design firm will need to perform a site survey for existing layouts of each space.

27. Will the City provide a Revit model and/or CAD drawings of the existing building?

Please see answer to question #26.

28. RFP states that MEP will be design-build. Is the consultant to carry MEP design engineer through 65% Design Plans and then hand over to design-build team? Will design-build team contract with the City?

The mechanical work will be design-build. The chosen firm shall provide a reflected ceiling plan, electrical layout (switches, receptacles, panel location, etc.), and location of plumbing fixtures.

29. Description of 65% Design Plans includes Civil and Landscape. Are these services anticipated to be needed for this scope of work?

Civil and landscape plans are not required for these projects.

30. Description of 65% Design Plans includes Construction Cost Estimate. Please confirm that you require the prime to carry a cost consultant on the team.

Engineer's estimates will be required for each design phase including final bid set prior to bidding.

31. Please confirm you need a professional services fee for the entirety of the project, including the following consultants: Structural, MEP, Cost Consultant, Lighting, Low Voltage and Acoustics

The architectural firm / consultant shall determine consultants needed.

32. Please confirm that Cost Proposal means Consultant and subconsultant team Fee Proposal.

Yes, we need total cost of each.

33. Can the City share a document list required for the City's PS & E approval process?

Please clarify what is meant by "document list" – thank you. [No clarifying response provided by architect]

34. Please clarify if the City requires as-built/record drawings as part of the consultant's services and associated fees for the same?

Yes. As-built drawings will be needed.

35. Do you anticipate any alterations on the exterior of the building? New entry, exits, facade modifications, etc.?

No alterations are expected with the exterior of the building. All work is interior.

36. Please confirm the expectation of the PRIME for FF&E procurement and selection process. Would you require PRIME to do design intent only OR also provide FF&E specifications?

Design consultant will select, design for, and provide technical specifications for FF&E.

37. For the purpose of the work plan and schedule could you please confirm that you would like us to include a Structural Engineer and a Cost Estimator for this design effort?

Please include a Structural Engineer as needed and a Cost Estimator.

38. The RFP doesn't request it, but is there any interest in requesting a more complete "as-built" of City Hall for your use?

Currently, we'll just need as-built and proposed design layout(s) for the remodel areas only.

39. Please confirm that there is no exterior architectural or site scope required for the project, except for possible rooftop HVAC coordination.

No exterior architectural or site scope is required, except for possible rooftop HVAC.

40. Per the note regarding 24"x36" scaled for plans, are drawings required as part of the proposal?

We'll be doing everything electronically. We'll only be printing plans once we get to the bid set, and we'd like the plans to be 24" x 36".

41. Please confirm the construction budget is \$100,000? Or are the Architectural budget/fees \$100,000?

The budget for the architectural design for both the City Hall Remodel and 2nd Floor Library Phase 2 Remodel is \$100,000. The budget for the 2nd Floor Library Phase 2 Remodel construction project is \$1.5M.

42. Please confirm a cost estimate is only required at the 65% Design and 95% Design phases as identified in the RFP? Engineer's estimates will be provided for each design phase including the final bid set prior to bidding.

Confirmed.

43. Is there a project budget available for this project?

Yes. \$100,000 is the budget for the architectural design for the City Hall remodel and 2nd floor library phase II remodel. The CIP approved budget for the 2nd floor library remodel project is \$1.5 million. There is not an approved CIP project for the 2nd floor City Hall remodel project yet.

44. Please confirm if there are any known site accessibility deficiencies associated with the site that will need to be addressed.

We anticipate improvements will be needed in the 2nd floor restrooms.

45. Please confirm a cost estimate is only required at the 65% Design and 95% Design phases as identified in the RFP?

Engineer's estimates will be provided for each design phase including the final bid set prior to bidding.

46. Section 3. Scope of Services identifies a Pre-Design Phase. Please confirm a Programming phase is required as part of the scope of work?

Programming is part of pre-design, which will include kick-off meeting to discuss scope of work, costs, and scheduling.

47. Under section 7. Proposal Format and Content, it is noted that the proposal shall not exceed 10 single sided pages. Under section 9. Submittal Guidelines, it is noted that the proposal shall contain digital submittal 24"x36" scaled for plans and the proposals shall not be more than twenty (20) pages. Please confirm if the proposal maximum is 10 or 20 pages? Please confirm if plans are expected to be provided as part of the proposal?

This is a typo – no more than 20 pages is ideal, but a submittal that is more than 20 pages will not be discounted.