



File No. 06.08.57
February 13, 2018

**ADDENDUM NO. 2
RFP FOR ENGINEERING DESIGN SERVICES
FOR THE
CITY BUILDING FACILITY ASSESSMENT STUDY PROJECT**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY STATING AS SUCH AS PART OF YOUR PROPOSAL'S COVER LETTER.

This addendum is issued to answer questions submitted during the Question and Answer period of this RFP.

Questions & Answers

1. In the proposal requirements, it does not mention that we include a Fee, but on page 5 of the RFP, it says to include the following:

The method of payment to the successful proposer shall be on a time and materials basis with a maximum "not to exceed" fee, as set by the proposer in his/her Proposal, as being the maximum cost to perform all work. This figure shall include direct costs, including labor, overhead, profit, and expenses, such as, but not limited to, transportation, communications, subsistence, materials, and any subcontracted items of work. Progress payments will be based on actual hours, hourly costs and support service costs charged to the project on a monthly basis. The maximum "not to exceed" cost shall be submitted with the Proposal in a separate, sealed envelope.

Yes, please provide a time and materials-based fee with a maximum "not to exceed fee" for the services described in the Scope of Work of the proposal.

2. What is your allocated budget for the Facility Assessment Study?

The allocated budget for this study is \$48,000.

3. Will hazardous materials be part of this, or do you have your own hazardous materials consultant that will handle this?

Hazardous Material will not be a part of this study.

4. Do you know the total GSF of the buildings in need of assessment?

Please refer to Exhibit A. Known gross square footage is provided. Where unknown, please estimate square footage for pricing purposes.

5. Can you provide the total square footage of buildings included in your portfolio?

Please refer to Exhibit A. Known gross square footage is provided. Where unknown, please estimate square footage for pricing purposes.

6. Do you have drawings available for the buildings listed?
Upon selection of consultant, Consultant will be provided with available record information City has on file.
7. We notice that the Falkirk Cultural Center is a historic resource.
Correct, Falkirk is the only historical building.
8. Should the proposal include qualifications for historic building evaluation?
Qualifications specific to historical buildings should be included in your relevant experience as applicable.
9. Are there any other historic resources in your portfolio?
Falkirk Cultural Center is the only historical resource.
10. Is there a schedule for potential interviews / award of project?
*Tentative schedule is as follows.
City Review Proposals: February 26 – March 16, 2018
Notification of Award OR Scheduling of Interviews: Week of March 19, 2018
Award/City Council Meeting: April 2, 2018*
11. Can you please explain the evaluation criteria “Capability of developing innovative or advanced techniques” as it pertains to this scope of work?
This RFP requests the assessment of all essential building systems and estimate of remaining “life” of these systems. If innovative ideas exist for extending life of system, we’d like the report to include such recommendations as appropriate.
12. Will the drawings of all disciplines, of all buildings be provided for estimating the fee and schedule?
Available drawings up to and including multi-discipline drawings will be made available to consultant upon award. Please refer to Exhibit A.
13. If the answer is yes, can those drawings be used as the backgrounds for the assessment reports?
Yes.
14. Do you have a specific format that you would like us to follow for our report?
No specific format is expected. Consultants may propose format that will include review of all systems as noted in the RFP at a minimum.
15. Can you provide more information regarding the list of buildings included in the scope, such as year built, renovation years, and building gross square footage.
Please refer to Exhibit A. Known gross square footage is shown. Where unknown, please estimate square footage for pricing purposes.
16. Are site infrastructure components (paving, fences, site lighting, utilities, etc.) included or excluded from the scope of work?

Facility assessment shall only include assessment of the building and its systems, not surrounding features.

17. The evaluation section references a Fee Proposal but the proposal requirements section does not. Is a fee proposal to be included? Is it separate from the technical proposal?
Please provide a time and materials based fee with a maximum “not to exceed fee” for the services described in the Scope of Work of the proposal.
18. The RFP states that the proposal is limited to 35 pages. Does this page limit include cover, project capsules, resumes, cover letter, and fee proposal?
Proposal limit does not include cover and resumes as an appendix, but shall include project capsules, cover letter, and fee proposal.
19. A similar RFP was issued on January 10 for an FCA of the Downtown Public Library. Is this RFP still open, or has the library been included in the City-wide scope of work?
The Library Assessment is a separate project and is not included in this assessment study.
20. The RFP lists selected building systems to be included in the FCA scope of work. Are these the only systems to be included in the assessment, or does the City want a comprehensive assessment of all building systems?
The City wants a comprehensive assessment of all building systems which are essential to building function. If a system is omitted from the RFP, please propose its inclusion in your study scope of work.
21. Could you please provide square footage and addresses for each building?
Please refer to Exhibit A. Known gross square footage is shown. Where unknown, please estimate square footage for pricing purposes.
22. Does the City know how many meetings they anticipate (max number)?
A minimum of the following four (4) meetings is anticipated:
 1. *Project kick-off meeting upon NTP*
 2. *Progress meeting (at about 50% complete with draft/study)*
 3. *Draft Study Review/Presentation meeting*
 4. *Final Study Review/Presentation meeting**Maximum number is not known at this time, but may be negotiated upon selection.*
23. What are each of the 17 listed building’s estimated square footage? A more accurate price can be provided based on knowing the project sizes.
Please refer to Exhibit A. Known gross square footage is shown. Where unknown, please estimate square footage for pricing purposes.
24. Is this an RFP and RFQ Submission? It seems that the proposal letter with the statement of qualification will be presented separately from the proposed fee.
This is an RFP requesting a proposal to complete the work, including qualifications to do so.

25. Is there an estimated project timeline for when these assessments need to be completed? The RFP requested a "Project Schedule" to be included, but no deadlines were given. Please clarify when the start and completion dates need to be for the projects listed in the RFP.
The City would like to have a finalized study within 90 days of Notice to Proceed. Please propose a schedule within that timeframe.
26. Is it possible to provide a copy of the Professional Services Agreement contract for review?
PSA was distributed as part of Addendum #1, issued on February 8, 2018. It can also be found on City website at <https://www.cityofsanrafael.org/engineering-design-services-city-building-facility-assessment-study-project-request-proposal/>
27. As defined in the Task 2.1., shall the infrastructure review include the evaluations on the following,
- Building suppression system, such as fire alarm and smoke/carbonmonoxy detectors (especially to child care centers),
 - Communication system, such as data server and system upgrade,
 - Security system, such as alarm and surveillance camera?
- Infrastructure review may include acknowledgement of the presence of these systems, but shall exclude review of the systems.*

By:



Monique Fuhrman
Project Manager

Attachments: Exhibit A – Additional City Owned Building Information

Exhibit A – Additional City Owned Buildings Information								
No.	City Department	Building Type	Building Name	Building Address	Square Footage	Available Bldg Record Plans	Year Built	Renovation Year(s)
1	Administration	City Hall	City Hall/Police Station	1400 Fifth Avenue	*	Yes	1965	2000, 2006
2	Community Services	Learning Center & Facilities	Canal Learning Center & Library, Pickleweed Community Center	50 Canal St	*	Yes	1983	1996, 2000, 2004
3	Community Services	Child Care Centers	Coleman	800 Belle Ave	19,741 SF	Yes	2003	2017
4	Community Services	Child Care Centers	Dixie	1175 Idylberry Road Rm A-3	*	No	-	2017
5	Community Services	Child Care Centers	Venetia Valley	177 N San Pedro Road	*	No	-	-
6	Community Services	Child Care Centers	Glenwood	25 West Castlewood Drive	*	No	-	-
7	Community Services	Child Care Centers	Mary Silveira	375 Blackstone Drive	*	No	-	2017
8	Community Services	Child Care Centers	Parkside	51 Albert Park Lane	8,009 SF	Yes	2001	2016
9	Community Services	Child Care Centers	Pickleweed	40 Canal Street	3,264 SF	Yes	2000	-
10	Community Services	Child Care Centers	Vallecito	50 Nova Albion Way	*	No	-	2017
11	Community Services	Facilities	B Street Community Center	618 "B" Street	*	Yes	1974	1997, 2001, 2017
12	Community Services	Facilities	Terra Linda Pool (Seasonal)	670 Del Ganado Road	*	Yes	-	1974, 1985,
13	Community Services	Facilities	Terra Linda Recreation Center	670 Del Ganado Road	*	No	1961	1986
14	Community Services	Parks	Albert	"B" Street @ Treanor	*	Yes	1949	1982, 1990, 1992
15	Community Services	Parks	Gerstle	San Rafael Ave near Clark St	*	Yes	1931	1990, 2003
16	Library	Cultural Affairs	Falkirk Cultural Center	1408 Mission Avenue	*	Yes	1888	1978, 1981, 1991, 1996, 1999
17	Public Works	Office/Corporation Yard	Corporation Yard (New)	111 Morphew Street	29,736 SF	Yes	1994	-

*Square footage is unknown from available records. Consultant shall estimate square footages for these facilities for pricing purposes.