

Civic Center Facility Assessment RFP Pre-Proposal Questions

#	Inquiry	Response
1	<p>[Firm] is currently working with the [loca] School District on some projects at [loca] High School. We wanted to make sure this would not be considered a conflict of interest for the City if we pursue the Civic Center Facilities Assessment.</p> <p>Please let me know. Thank you.</p>	We do not see a conflict of interest.
2	Is there a soils/geology report available from the City for this assessment project?	There are dated geology/geotechnical reports for other projects on the site, some with soil boring data. There are no soils reports specific to any of the buildings.
3	Is there a termite report available from the City for this assessment project?	No.
4	Can you make all the existing site and building drawings available as a emailed PDF before this RFP is due?	Floor plans of the Administration and Community Development buildings have been posted on the City's website. No other drawings will be made available prior to proposal due date.
5	Not having seen the available construction documents, are they sufficient to use as base documents for the study, or will there need to be field measurement time spent to create new as-built drawings from scratch?	Original design and/or as-built drawings are not available. Newly created "as-builts" are not included on the list of deliverables.
6	Are the available construction documents digitized, particularly floor plans, roof plans and elevations?	No, see above.
7	The RFP doesn't mention evaluation of the security, communications, and technology systems? I assume these are also part of the 20 year assessment. Is that correct?	Data/Communication Systems are listed as part of the Scope, Item 3, page 4 of 7.
8	Would the City be willing to enter into a separate contract with the Environmental Hazards Consultant, or is that required to be part of the overall Professional Services Contract? I ask this because it relates to our professional liability insurance coverage. We can include a price for the Environment Hazards Study, but would prefer if that Consultant would have a separate contract with the City.	No. The City has already engaged a consultant who is performing a Hazardous Material Survey and a Phase I Environmental Study. Draft reports should be available for the successful proposer to review during execution of his work. The scope of the Facilities Assessment study includes providing cost opinions for the hazardous material abatement and/or mitigation measures identified in these draft reports.
9	Is it possible to briefly walk thru the existing buildings this Thursday?	A non-mandatory walk through for all interested professionals has been scheduled for Thursday, July 29, 2010 from 5:30 to 6:30 p.m.
10	Will any of the documents listed under "City Responsibilities" at the bottom of page 5 of 7 and the top of page 6 of 7 be made available during the RFP stage, that is, prior to the August 4 submittal deadline?	Only the floor plans now on the website will be made available prior to selection of consultant.
11	With regards to the statement at the top of page 3 of 7 ("the City does not have building construction documents or drawings") and the list of documents listed under "City Responsibilities" at the bottom of page 5 of 7 ("Any existing site plans and building plans"), what drawings does the City possess related to the buildings in question?	The city has located limited drawings, typically created for space planning, site planning or other needs. Staff is currently looking for additional drawings that may or may not exist.

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12	Should "as-built" plan drawings of the buildings be included in the scope of work? If not, what is the desired level of drawing accuracy for plan information? For example, would not-to-scale, single-line "schematic" plans suffice?	Creation of "as-built" drawings is not included in the scope of work. This is a planning level assessment, not a design project. The consultant will have to decide how best to communicate his recommendations.
13	The "Architectural Requirements" listed on page 4 of 7 appears to limit evaluation to "building systems and interior finishes", but the partial list of systems includes "Exterior Wall Evaluation" and "Roofing Evaluation". Is the intent to limit evaluation to the interior surfaces and construction of the exterior building systems?	The intent is to evaluate the building envelope systems that would typically be detailed on Architectural plan sheets, such as roof systems, exterior wall systems, moisture barriers, ceiling systems, etc. There is no intent to evaluate aesthetics, space planning in this study.
14	Are there any size or format limitations for the proposals, such as 11x17 or binding preferences?	Please limit proposals to standard 8 ½ x 11 simply bound sheets. One unbound loose leaf document, suitable for scanning or copying, should be included in the four copies of the proposal that is delivered.
15	The RFP provides a Project Background and Description that includes a project performance objective of Immediate Occupancy with respect to ASCE 41-06. A full evaluation for Immediate Occupancy performance through ASCE 41-06 would include evaluation of non-structural components, cladding, equipment and furniture. Is the Scope of Services for this project intended to include an ASCE 41-06 evaluation of all non-structural items in these buildings?	The City is interested in determining costs to bring the facilities up to an "immediate occupancy" level, including costs to secure non-structural components. However, this is a planning level assessment; a complete inventory of all non-structural components is not expected nor desired.
16	We would also like to confirm that performing the Needs Assessment will not exclude us from future design work on the city hall. Thank you	Participation in this study will not necessarily preclude the consultant or team members from participating in further work for the City on this project. However, in that case, the City reserves the right to require a peer review of this study, prior to awarding another contract to the same consultant.
17	Your website announces an opportunity to tour the buildings. Thank you. In that same announcement, it says responses to questions presented prior to yesterday's deadline will be available by email to known interested professionals. Is there somewhere on your website where I may find the list of known interested professionals?	We will make a copy of the sign in sheet for the walk through available on our website.