

RFP - Town Hall Complex Addition
Addendum #1 - Bid Questions & Town Responses

1. In your first paragraph, you list potential team members- will you also be needing a plumbing engineer, a cost estimator or a CEQA consultant?
It is up to the project team to determine if individual consultants are qualified to perform work meeting building code requirements. Cost estimating will be required per the RFP.
2. If you do need a cost estimator- how many estimates are you asking the design team to provide?
Cost estimates are necessary at milestones identified in the RFP.
3. Have you initiated the CEQA process? If so, do you have an expectation of the result, i.e., a neg-dec or a mitigated neg-dec?
No the town has not initiated the CEQA process, we are in preliminary assessments.
4. What approximate number of project manager/stakeholder review meetings do you anticipate?
The applicant shall plan for at least one per month with additional meetings as described in the RFP.
5. In addition to the Indemnification Clause included in the RFP, do you have a sample of your standard contract for our review?
The Town's professional service contract is currently being reviewed for modifications and is not available at this time.
6. The geotechnical report refers to a "modular building" on the site. Is this still the intention, or has focus shifted to typical design and construction?
 - a. If the latter, will the geotech report still suffice or will it need to be redone prior to project start to accommodate potentially heavier construction?
A modular building is not precluded, however based on preliminary analysis may not be the best solution. The Geotechnical Report may have minor addenda, however the current recommendations shall apply at this time.
7. The extent of the architect's responsibility with regard to CEQA clearance is unclear, and given the tight deadline for start of construction, the schedule for CEQA process may be problematic – can you give any info the process thus far?
The Town encourages all teams to discuss CEQA process/schedule in the proposal and any concerns or conflicts should be discussed with the Town.

8. The RFP asks for a scope and fee for design and documentation of the existing Town Hall remodel. Are plans or any other information available on which to base a fee – or will you accept a description of services and an hourly rate schedule? (The engineering subconsultants in particular will not be able to land on a fee without further information about the scope of work.)
The purpose of this task is to propose a schematic layout for a future primarily non-structural interior tenant improvement for the existing downstairs space of Town Hall. Further design and construction for this work will take place at a later date, with a different RFP. The applicant shall prepare a detailed scope and fee including tasks, hours, hourly rates; and also include what is included/excluded in their fee proposal.
9. Your use of the term “PS&E” indicates that a Cost Estimator is desired for inclusion on the design team – is that correct, or will the City be doing its own estimating via separate effort?
- a. If we must carry a Cost Estimator, it’s been our experience that performing estimates at both 90% and 100% leaves no time in between to adjust the design in response to cost – especially for a short schedule such as this – and the last one is a waste of fee since there is no time at all to change the design after that.
Estimating must be provided by a team member proficient in cost estimating, and this service shall be included in the fee proposal. Cost estimates must be provided at milestones identified in the RFP. Please document in the proposal any issues this process may cause.
- b. This RFP also calls for a separate estimate for the parking lot bid. Please confirm that all four estimates are desired for this small project, as estimating fees (if a dependable estimate is sought) can be costly and eat up a large portion of the design fee.
Three estimates are required for the parking lot work: Advanced planning, 90%, 100%
10. Please confirm that no Public / Community Input meetings are required.
There are not planned to be any dedicated community workshops for this project, however at least one each Planning Commission and Town Council meeting attendance shall be included in the proposal and may have community input.
11. Are the Planning Commission and City Council meetings together, or two separate meetings? (The dates in the provided Project Schedule are cut off, I am wondering if separate meetings are accommodated in the design schedule.)
Planning Commission and Town Council meetings are separate.
12. There is no CA requested for this proposal, yet the RFP asks for “typical design support services during construction” – are you asking for hourly billing rates in case as-needed services are required, or asking for a list of typical CA services?
Construction Administration (typical design support services during construction) is requested as part of this proposal. Please include a fee for CA with assumed scope.

13. We believe this project will require the following subconsultants:

- a. Civil
- b. Structural
- c. Mechanical / Plumbing
- d. Electrical
- e. Telecommunications

Will you need the design team to carry a Landscape Architect, or is that design part of the larger complex or in-house?

Basic level landscaping design shall be included as part of this project. It is up to the project team to determine if consultants are qualified to perform work.

14. Please confirm that none of these subconsultants are required to be carried under the Architect's proposal, but will be provided by the Town as needed:

- a. Geotechnical
- b. Land surveyor
- c. Utilities surveyor
- d. Acoustical consultant
- e. Audio-visual design

See RFP Introduction paragraph 3 regarding Land Surveying. Utilities surveying may be performed by Civil Engineer or other qualified professional.