



City of Rohnert Park
Public Works Department

DATE: April 1, 2024
TO: CONSULTANT LIST
SUBJECT: CITY OF ROHNERT PARK
BUILDING CONDITION ASSESSMENT IMPLEMENTATION,
PROJECT NO. 2023-10
NO. OF PAGES: 5

ADDENDUM NO. 1

This package provides an addendum to the RFP Documents. This Addendum shall become part of the Contract and all provisions of the Contract shall apply thereto.

**Proposal Due Date REMAINS:
Thursday April 11, 2024 2:00 PM**

INFORMATION

The City of Rohnert Park has received questions in regards to the proposal of the project and would like to provide clarification. Please note the following additional information and clarifications to questions.

Q1: Would you like us to show resumes of the Prime firm and also resumes of all subconsultants on our team? I see where it mentions: "Key Personnel: Include the capacity and availability of your firm. Note that the scope of service includes PS&E. A minimum of one Professional Engineer or Architect will need to be on your proposed team." But, I don't see where it specifically asks for resumes.

A1: Resumes of key personnel for the prime and subconsultant(s) are to be included in the proposal.

Q2: For the relevant project experience, do all projects need to be completed or can any of them be under construction?

A2: Relevant Projects can still be in construction.

Q3: Can we have another section where we can list our firm's company overview?

A3: Yes.

Q4: Do you want the fees included with this submittal or in a separate sealed envelope?

A4: Provide a hard copy of the fees in a separate sealed envelope and the electronic version in a separate PDF.

Q5: Is there any page limitation? If so, would proposal covers and table of contents count towards that maximum allowed page count?

A5: No page limitation.

Q6: Do you want a project reference for our project experience and construction costs for each?

A6: Yes. Section V. d. of the RFP states ...*"please include a discussion of your relevant experience to similar projects of size, scope, and budget performed within the last 5 years..."*. The City is interested in the total project cost, and the firm's contract portion of the overall project.

Q7: What is the total budget for these projects? Can it be found in your approved budget or capital improvement program?

A7: The Project budget is \$2M for design of the Project. The Engineer's Estimate from the PS&E will be used to understand the budget needed for construction. The City will then look for financing mechanisms to fund construction.

The following questions are from the Optional Virtual Pre-Proposal Meeting 3/27/24

Q9: Are there certain buildings that need to be addressed immediately?

A9: No

Q10: When do you expect to go to construction?

A10: We want to have all the construction bid documents completed by December 2024. We do not have an immediate time frame for construction because we are still working on securing funding. Right now, we have \$2M budgeted and expect to get us through design where we will have a more accurate Engineer's Estimate to use when we work on securing funding for full construction and implementation.

Q11: What does the \$2M encompass? All repairs?

A11: No, we expect the design portion to be less than what is currently budgeted. Then we will use the Engineer's Estimate for construction/repairs to solicit funding. We roughly anticipate that cost to be \$14-\$15M.

Q12: Some of these projects are MEP (Mechanical, Electrical, Plumbing) related, do you imagine all of these being architect-lead, or that some of them might be led by an MEP Firm?

A12: We want a 'prime'/lead consultant and if you do have subs, please outline them in your proposal. See RFP Section V.

Q13: Do you want the fee proposal broken down per building?

A13: No. The fee proposal for your design work should be broken down how it is listed in the RFP and broken out by the two sets in Attachment B. The City ultimately wants two separate sets of contract documents broken out as specified. One set is Electrical, Lighting, and Security focused, while the other set is all other miscellaneous upgrades like HVAC, plumbing, etc.

Q14: So since there are 8 total buildings, but you have it broken up to two separate contract documents. Would that be 2 separate permit submittals, or one for each building?

A14: The City intends to move forward with the two bid packages separately. Prepare the PS&E and permit submittals for each of the two bid packages.

Q15: How do you anticipate bidding?

A15: Bidding would be in two completely separate bid packages. Attachment B in the RFP has the deficiencies broken out. The City intends the two bid documents to run independently. We did this because we want to be more successful during bidding by breaking these deficiencies into two different groups, by trade. We hope that the prime contractor would be more tailored to the work required.

Q16: There are some buildings that have solely electrical work, but there are others that have lots of projects that overlap each other, but are broken out between the two groups. The City might be missing out on some cost savings by not having those designed or constructed at the same time. Can this be changed?

A16: For this RFP, please propose based on how the groups are set in Attachment B, in order for it to be fair for all proposers.

Q17: I didn't see anything in there about ADA upgrades. When you do any project now under the code, you have to spend 20% of the cost on ADA upgrades, and if you go over \$300k you have to go facility wide and upgrade everything to comply with ADA. Since you are the City has anyone thought about how that code applies to this project?

A17: Section B-2 in the notes that Consultant shall have Certified Access Specialist (CAsp) provide final sign off that ADA improvements comply with Title II requirements for public facilities.

The City was only planning on accomplishing the improvements listed in the deficiency list for this project. Please propose on only those items and if we need to make facility-wide upgrades that can be negotiated later.

The City does have a ADA Transition Plan posted on the website here:
<https://www.ci.rohnert->

Q18: There was discussion about how the projects are currently broken up, may not be the most efficient. If we see opportunities during the design process to package these different items together, is that something the City would be open to during the design process? We will be providing during the project assessment report that will have recommendations.

A18: Yes, that is something the City will be open to after the project assessment report has been completed. However, for the purpose of this proposal, please follow the two packages listed in Attachment B.

Q19: Do you have existing conditions drawings for these buildings? Are they CAD, scans, rolls of plans in a closet, a variety of all?

A19: The City has some as-builts as hard copies and scanned PDFs, but some newer buildings or newer projects MAY have CAD drawings. The City does not guarantee the accuracy of the as-built drawings. The consultant shall verify the as-built condition during design of the Project.

Q20: It is challenging to put together a fee proposal when we do not know what starting point we will have for the existing conditions. Will we need to be searching through a file room of boxes trying to find old drawings, or will most be provided to us, and in what format? Should we assume that there will be a basic set of PDF drawings provided but may need field verification?

A20: Field verification is required as part of the project assessment. The City wants a field assessment done, because some of the deficiencies listed in the 2022 Facility Condition Assessment Report by Kitchell did rate some items as very poor, when we know that they were replaced or upgraded relatively recently.

Consultants can assume that digital record drawings of all sites will be provided at the start of the contract period. However, we cannot guarantee the accuracy, which is why field verification is required.

Q21: Would it be possible, or even make sense for us to come look at these buildings prior to submitting our proposal?

A21: Some of them are public facilities that you are welcome to walk around, but you cannot get into the mechanical room or electrical area. There is no scheduled pre-proposal walk.

There are more details on the deficiency records available in the *2022 Facility Condition Assessment* by Kitchell. Attachment B has the deficiencies and their record number, which corresponds to the FCA report.

Q22: Is it correct that Attachment B, is all the Priority 1 items from Kitchell's report?

A22: The City selected almost all the Priority 1 items, and then included some Priority 2 items. We then broke them up into the two groups (Lighting &

Electrical, then Miscellaneous). There are some Priority 1 and some Priority 2 items in each group.

Q23: The Kitchell Facility Condition Assessment report has construction cost values for each deficiency record. Could we cross reference Attachment B and the report to determine what the estimated cost was for all these records?

A23: Yes, you could do that if you feel it is useful; however, the City wants to make sure that everything is re-evaluated. The values in Kitchell's Report were from 2022 and construction costs have escalated, but we also feel that some deficiencies are not as poor as they were rated in the Kitchell Report.

Q24: What was the total construction estimate for these records, based on the 2022 FCA Report by Kitchell?

A24: \$14.34 million

Q25: Are we including cost-estimating in our fees?

A25: Yes.

Q26: Will the City itself be reviewing the construction documents? Or is your practice to hire out to a third party?

A26: At this time, the City plans on reviewing, but we reserve the right to hire a third-party reviewer.

Addendum No. 1 approved by:



Amanda Bunte
Project Manager
City of Rohnert Park

Date: 4/1/2024