

## ADDENDUM TO RFP DOCUMENTS

	ADDENDUM #01
	Project: Solano Community College District Library/Learning Resource Center Project (Building 100 Replacement) Architectural/Engineering Services RFQP #18-002
	Date: September 28, 2017

**Addendum # 01 – The following clarifications are provided based on questions received and must be added/considered when completing your submittal:** Acknowledgement of receipt of this **ADDENDUM #01** is required in the proposal’s cover letter of introduction. Please clearly note the addendum date and number.

### **ITEM NO. 1 – Additional Information Regarding Scope of the Project**

Most Fairfield Campus buildings are provided heating and cooling from a Central Plant and distribution loop of hot and chilled water. Since the new Library/Learning Resource Center will replace the Building 100 Library, there should be capacity in the Central Plant to serve the new building. However, budget permitting, the District would prefer to have the HVAC of the new Library/Learning Resource Center independent and not connected to the Central Plant. The District’s goal (under a separate project) is to relocate a back-up emergency generator to support the entire building. The Central Plant is not supported by emergency generators. The successful design team will be asked to analyze and report on the feasibility and budget impact of this approach during schematic design.

The scope of services should also include provision of information and participation in PG&E’s Savings By Design program.

### **ITEM NO. 2 – Answers to Submitted Questions**

**QUESTION 1** – Will you be releasing the sign in sheet from the mandatory walk-through for the Library Resource Center?

**ANSWER** – Yes, it is posted on the District’s website [www.Solano.edu](http://www.Solano.edu), Bond Program, Vendor Information, Professional Services (Architects, Engineers & Consultants), Fairfield Campus Library – Learning Resource Center Project.

**QUESTION 2** – Can we get a copy of the FPP?

**ANSWER** – Not at this time. We have included pertinent information in the RFQP.

**QUESTION 3** – Can you define the extent of the landscape and site work?

**ANSWER** – The extent of landscape and site work will depend upon the final siting of the new building. At a minimum, landscape and site improvements are expected about the new building and as needed to connect to the adjacent existing circulation paths and landscaping. It can reasonably be anticipated that some outdoor activity areas will be desired adjacent to the new building. Landscape and site improvements will also be needed in the entire area where existing Building 100 Library will be demolished, up to adjacent buildings and/or walkways. In addition, following demolition of the old portable buildings, that site area will need to be restored level and covered with bark mulch.

**QUESTION 4** – Do you know if there will be any more funding available for this project?

**ANSWER** – Generally, no there will not be any additional funding for this project. That said, the State may adjust the State funding slightly for escalation either in the 2018/2019 Working Drawings funding release or the 2019/2020 Construction funding release. That adjustment, if any, could go up or down.

**QUESTION 5** – Will the data center require a new generator, and what level of redundancy will it need?

**ANSWER** – The District has a separate project in progress to provide a new generator to back up the existing data center and the entire Building 100 Library. The District plans to relocate that generator to support the new Library/Learning Resource Center when the new building is complete.

**QUESTION 6** – What is the basis of your cost estimate and is it a guidelines based cost?

**ANSWER** – In application for State funding, cost estimates were prepared and submitted to the Chancellor's Office with the Initial Project Proposal, the Final Project Proposal, and the Final Project Proposal update. The State recognizes cost/sf per a classification system of space type.

**QUESTION 7** – Since there is a copy of the District's Architect and Professional Services Agreement included with the RFQP, can we include any minor changes to the agreement in our submittal and if so, which section should we place those in, so long as we do not exceed the page limit?

**ANSWER** – Firms submitting to this RFQP should be willing to agree to the terms of the District's Standard Agreement. Please do not include proposed modifications in your submittal.

**QUESTION 8** – On page 9, Selection Criteria, A. Evaluation, item h., you note that one of the selection criteria will be the "Project Architect's experience in successful and timely approval of the firm's projects through DSA and other state and regulatory agencies." Is it your intent that we highlight the specific experience of the individual with the role of Project Architect or are you referring to the firm as the Project Architect?

**ANSWER** – Yes, please highlight the specific experience of the person who will serve as the Project Architect.

**QUESTION 9** – Is this going to be a LEED certified project?

**ANSWER** – This will be a LEED Silver equivalent project. This means that it will need to be designed and built to a LEED Silver level, however, the District will not be submitting to LEED for certification. The successful firm should use the LEED scoring checklist to identify, report, and track which points the design and construction requirements will achieve.

**QUESTION 10** – Clarify if breakout calculation per proposed staffing is for the architectural team or for the entire team?

**ANSWER** – For the entire team please.

**QUESTION 11** – Is there any parking design as part of this project?

**ANSWER** – No, the College has adequate parking in large lots to the north and south of the campus. This project is to replace operations in an existing building which will be demolished, so it is not anticipated that any additional parking will be needed.

**QUESTION 12** – What is the limit of the project site? Edge of walkway to nearest buildings? Can they mark up on the Long Range Plan?

**ANSWER** – The project site(s) will depend upon the final siting of the new building, and any existing underground utilities that may need to be relocated or tied into. In addition to the new building, the site includes the area of the five old portable buildings to be demolished, and the site of the existing B100 Library and surrounds where new open space, landscaping, walkways and/or plaza improvements may be designed.

**QUESTION 13** – Confirm there will be only one set of documents.

**ANSWER** – Yes, the entire project will be bid out for one construction contract, including demolition of Building 100 and the five old portable buildings.

**QUESTION 15** – Confirm if the whole project will be bid in one bid period or three bid periods?

**ANSWER** – It is envisioned that the entire project will be bid out at once.

**QUESTION 15** – Is the civil consultant responsible for preparing the SWPPP report (QSD services) or inspecting (QSP services) the SWPPP during construction? Or is it the contractor's responsibility to hire these services out?

**ANSWER** – Yes, the scope of work for the civil design consultant should include preparing the SWPPP (the Contractor will have to complete it and apply for the permit), and providing inspection for the SWPPP during construction.

**QUESTION 16** – (District Standard Contract) Article 5 includes criteria by which the District's Construction Cost Budget must be met, and it places the Architect in the position of

furnishing a “redraw” at its own expense should the lowest responsive base bid exceed five percent, in addition to redraw criteria at the end of each design phase. This project’s budget is limited, and a five percent standard, based on the District’s program is a difficult standard to consider in the current market. Would the District consider negotiation on the contract terms?

**ANSWER** – The short answer is no. The design must be within budget. The cost estimates at each formal design submittal are designed to help the project team make decisions which will keep the project in budget at each stage of design. The District is seeking a firm and sub-consultants experienced in and committed to designing within budget.

**QUESTION 17** – (District Standard Contract) Article 28 appears to assign liability for the cost of any and all errors and omissions upon the Architect without regard to Standard of Care, and suggests that the Architect shall make restitution to the District for the cost of any E&O. Please clarify if this is correct and if so, would the District consider negotiation on the contract terms?

**ANSWER** – Firms submitting to this RFQP should be willing to agree to the terms of the District’s Standard Agreement.

**QUESTION 18** – (District Standard Contract) Exhibit A, Paragraph H.3 indicates that construction change documentation shall be furnished at the Architect’s cost unless designated as Extra Services. Exhibit B identifies the criteria for Extra Services, but does not state clearly that revisions due to elective, owner-directed changes will be considered as Extra Services. Please clarify if this is correct and if so, would the District consider negotiation on the contract terms.

**ANSWER** – Elective Owner requested changes during construction will be considered Extra Services.

**QUESTION 19** – (District Standard Contract) Exhibit A, Paragraph H.5 indicates that the Architect will furnish responses to Contractor RFIs within seven calendar days. On a competitively bid project, it is well-established that the Contractor will “load up” the project on RFIs regardless of the quality of the documentation. We recommend giving consideration to language that recognizes the varied complexity and urgency of specific RFIs, the need to partner with the Contractor to prioritize these RFIs during weekly meetings, and establishing a response duration that is based upon an average number of business days. Would the District consider negotiation on the contract terms?

**ANSWER** – Firms submitting to this RFQP should be willing to agree to the terms of the District’s Standard Agreement. Architect will be attending the weekly construction meetings and RFIs will be an agenda item and discussed.

**QUESTION 20** – Please clarify the District and CM’s role in approving design progress milestones and monitoring budget and market conditions prior to Bid Date.

**ANSWER** – District representatives and Bond Program Manager project managers will be involved in all design phase meetings, and will review formal design submittals and provide

written review comments. The design team will be notified if a submittal is not complete enough for the submittal stage. The design team is authorized to proceed with the next phase of design unless the submittal is deemed insufficient for the submittal stage.

At the same time that the formal submittal is being reviewed, the Bond Program Manager's estimating team will prepare a cost estimate. Generally two weeks are allowed for design review and the cost estimate. The cost estimate will be sent to the design team for review and comment. Significant design review comments and the cost estimate will be discussed at the next weekly progress meeting. If the cost estimate exceeds the budget, the design team, District Executive Bond Manager and Program Manager project managers and estimators will identify and discuss ideas for revisions to bring the design back into budget. If the design is significantly over budget, a formal Value Engineering Session may be needed. The proposed revisions will then be discussed and confirmed with the District representatives (stakeholders).

The estimating team is constantly monitoring market conditions and will include appropriate escalation and contingencies in consideration of the level of development of the documents. The Construction Manager will likely be brought on board in the construction documents phase, and will join the project team process described above.

**QUESTION 21** – *If folded into 8-1/2 x 11, will the District allow us to include an 11x17 sheet in our proposal?*

**ANSWER** – No, all sheets must be 8-1/2" x 11". Tabs on dividers may extend beyond the 8-1/2" dimension.

**QUESTION 22** – In the RFQP, for Tab 2 (item B) we are asked to provide an organizational chart and in Tab 6 we are also asked to provide an organizational chart. Do you want us to provide the same organizational chart in both tabs? Or, please clarify how these two organizational charts differ.

**ANSWER** – In the Tab 2 (item B) organizational chart, please include the lead architectural firm and sub-discipline firms or consultants. In the Tab 6 organizational chart, please show the key personnel in each firm and their role.

**QUESTION 23** – We presume low voltage includes IT/data and fire alarm. Please confirm security is included as well.

**ANSWER** – Yes, please include security (electronic door lock control, security cameras, library book control). Lighting and Energy Management System control systems should also be included.