Original Bid Opening Date: 10/31/19

Addendum No. - 1 -

Enclosed please find one (1) copy of Addendum No. - 1 - dated 10/28/19. Please confirm receipt of Addendum No. - 1 - by signing and returning this acknowledgment of receipt WITH YOUR BID to be submitted on 10/31/19.

Item No. 1 - Identified as Addendum No. - 1 -, Dated 10/28/19:
Requests for Information: Questions and Answers

Item No. 2 - Identified as Addendum No. - 2 -, Dated 10/28/19:
Replace Page 11, in its entirety, Revisions (in red text)

---------------------------------------------------------------------

Kevin P. McCune, P.E.
Director of Public Works/
City Engineer

---------------------------------------------------------------------

Receipt of Addendum No. - 1 -, City of Santa Maria, RFP - Architectural & Engineering Design Services for the City of Santa Maria Finance Department and Utility Billing Offices is hereby acknowledged.

__________________________________________  ____________________________
Contractor Date

Addendum No. -1- 10/28/19
REQUESTS FOR INFORMATION: Questions and Answers

1. What the Estimated Construction Cost or budget is for the Old Library project?

ANSWER: The budget available for the project is approximately 400K.

2. In section 2.4.2, Phase II “Final Design” mentions the previous concept design phase and then references reviews of design development but not construction documents. Can you clarify the project phases and review periods the City is expecting? We are assuming concept designs are part of a programming effort prior to the traditional Schematic Design, Design Development and Construction Documents phases, please clarify and confirm during which phases the City would like to have the 50%, 90% and 100% reviews done.

ANSWER: The conceptual design is required in Phase I. The design and construction documents will be prepared in Phase II, the City requires 50%, 90%, and 100% reviews during this phase.

3. Then in section 2.4.3 Phase III, we see bidding assistance, but no construction administration services. In the past IBI/BFGC has provided extended CA services to the City, are CA services omitted intentionally for this scope?

ANSWER: The RFP has been revised to include CA services at the option of the City. See Section 2.4.3A, Phase IV: Construction Administrative Services.

4. Section “2.5 Submittal Requirements” has sections 2.5.1-2.5.8 broken out with descriptions of requested information, and “2.13 Proposal Format” lists an alternative layout. Is the City expecting the content in “2.5 Submittal Requirements” to be organized into the “2.13 Proposal Format” or can we use the sections listed in “2.5 Submittal Requirements” as the proposal layout?

ANSWER: Proposals shall follow the Submittal Requirements as identified in Section 2.5.

5. Am I supposed to follow the order in Section 2.5 Submittal Requirements or the order in Section 2.13 Proposal Format? They are different from one another and don’t follow the same order.

ANSWER: Proposals shall follow the Submittal Requirements as identified in Section 2.5.

6. Can you please provide us with information regarding the request for a civil engineer to be involved in the project?
ANSWER: A civil engineer will not be required for this project.

7. Are there site improvements that will be required as part of this project?
ANSWER: No site improvements will be required as a part of this project.

8. When was the building built?
ANSWER: The original library was built in the early 1960's

9. Have any seismic upgrades been done?
ANSWER: No

10. If the building is only partially occupied, will the rest of the building be required to be brought up to current code?
ANSWER: No.

11. Is there an abatement report?
ANSWER: No.

12. Are there any structural drawings available?
ANSWER: The only available drawings have been provided as a part of this RFP.

13. Is FF&E part of the contract?
ANSWER: No.

14. Does the City have a contract with a furniture vendor?
ANSWER: No.
• It is the consultant’s responsibility to determine how many meetings will be required during this phase and who will attend the meetings. Detail this in the submitted proposal.

2.4.3 Phase III: Bidding Assistance

• Provide assistance to City staff to respond to pre-bid Requests for Information (RFI’s), and develop pre-bid addendum as necessary.

2.4.4 City Services to be Provided

• Provide available record information.
• Review all documents.
• Receive and review data, studies, calculations and proposals.
• Administer contract.
• Process progress payments as submitted by the Consultant and approved by the City Engineer.
• Provide front-end specifications, including notice inviting bids, instructions to bidders, agreement, proposal forms, and general conditions.
• All bid and award activities, including reproduction of bid documents.

2.4.5 Phase IV: Construction Administrative Services

• Construction administrative services will be negotiated at the option of the City.

General Instructions

2.1 Submittal Requirements

2.5.1 Cover Letter

Provide name and address of the firm and project contact person with address, telephone number and email address. Acknowledge receipt of any addenda if applicable. Summarize your understanding of the project. Provide a statement indicating your ability to provide timely services and meet the requirements of the proposed schedule. Indicate your acceptance of the requirement of this RFP. In addition to the cover letter, provide a one-page summary of the benefits you believe the City would receive from selecting your firm.

The cover letter must be signed by a duly authorized official of the firm.

2.5.2 Project Team Experience and Qualifications

Provide resumes or a listing of information for each person in your firm participating in this project, and all key sub-consultant staff participating in