



RFQ/RFP-24-301 Addendum #2: Q&A

This document contains the questions received on or before 3/18/2024 deadline for submission of questions, along with the corresponding answers.

- 1. Project size: The RFP states that the finished building footprint is expected to be 5,000 to 6,000 SF and 3 to 4 stories high. This would result in a size range of 15,000-18,000 SF for a 3-story building or 20,000 to 24,000 SF for a 4-story building. Could you confirm that this is your assumption for total SF and/or clarify the intended size?**

RCEA's preference is a building 4 stories high with a size of 20,000 to 24,000 SF. RCEA is aware that the City of Eureka building guidelines include a size and height limit related to the size of the parcel and is open to applying for an exception to this limit.

- 2. Project Program: Do you have a project program that establishes sizes for each of the uses in your assumed square footage? And if so, how did you establish your project program? And could it be issued to proposers?**

No, RCEA does not have any other prepared documents that describe the proposed uses for the Office Building Project and has not established a size for each use within the proposed square footage.

- 3. Project Site: Your parcel, at 6,600 SF, is slightly larger than your proposed building footprint. What are the intended uses for the space that is not occupied by the building?**

RCEA proposed the building footprint slightly smaller than the parcel to accommodate possible open space and landscaping. However, RCEA would like a minimum of 20,000 SF of finished interior space and is open to building out more of the parcel if necessary.

- 4. Budget: Does the RCEA have an established or preliminary budget for the project that can be shared with the proposers?**

RCEA has not identified a budget at this time.

- 5. Stakeholders and project working group: How will RCEA structure the management and decision-making process? Will there be:**

- a) A main point of contact?**

RCEA will identify a staff person as a point of contact.

- b) A working group or project committee?**

RCEA will have a Board of Directors subcommittee.

- c) Board presentations or approval?**

Final approval will have to go to the Board of Directors and will include a presentation.

- d) Any other stakeholders or processes that we need to account for in our scope?**

RCEA would like to seek staff input.

- 6. Confirm that our fee proposal should only include architectural, civil, structural, mechanical, plumbing, and electrical systems design, and landscape design services. Other specialized consulting that may be needed would be excluded at this time.**

Confirmed.

- 7. Who will be providing cost estimation services?**

RCEA would like Respondents to include cost estimation services in their proposal.

- 8. There is no mention of Entitlements and Planning approvals. Please share what the current status is and what would be the expected process and duration. What role and scope would you expect the Architect to take on in Entitlements?**

The entitlement and planning process has not been started and a timeline has not been identified. The process is expected to include Historic Design Review. The vacant parcel is listed on the City of Eureka's Local Register of Historic Places and is within the Design Review Area. In 1994 the Planning Commission approved a Coastal Development Permit to demolish the apartment complex that was located at this site. They included the Condition of Approval that "any new construction on the parcel shall be designed and constructed in an architectural style in the spirit of, and compatible with the Eureka Old Town Historic District."

RCEA would like Respondents to take a lead role in the application and coordination of all entitlements and planning approvals.

- 9. The RFP seems to suggest that the Architect is expected to orchestrate the full bidding process and provide construction management including "monitoring" and "supervision" of the construction. These are normally provided by a Construction Manager or other owner-side Representative. Please confirm that RCEA intends to hire such a Representative and these are not intended for the architectural scope. The**

architect's role in these phases is significant but traditionally is in support of an owner's representative. Under Section II.c for example, we would provide a "Construction Administrator" from the architecture team but not a "Construction Manager".

It has not been RCEA's intent to hire a separate Construction Manager, but RCEA is open to doing so if it is determined to provide the best value or be in the best interest of RCEA. Please carefully review all the requested services listed in Section I.B., Scope of Services and indicate which of the services you are including in your proposal in Section II.F., Project Approach and Schedule, and estimated costs of those services by major Scope area ("Design", "Bid", and "Construction Management") in Section II.G.

10. What is RCEA's attitude toward virtual (i.e. "zoom") meetings? How frequently should we plan for in-person meetings during the design phase; or is that up to each Proposer?

RCEA is open to virtual meetings and doesn't have an in-person meeting requirement.

11. Contract section 4.1 indicates payment on a time and materials basis. But elsewhere a total (fixed) fee is requested. Is this a time and materials contract or a fixed fee contract? Typically time and materials contracts are not capped but reflect a need on the owner's side for flexibility and uncertainty in how much services would be needed. If we submit a fixed fee proposal, can we modify contract to be invoiced monthly based on percentage complete?

Payment will be on a time and materials basis. RCEA is requesting Respondents provide an estimated total cost for the proposed Scope of Services broken down by Scope area, and hourly rate sheets for Project personnel. Estimates are meant to help RCEA make an informed decision, but the Services Agreement will reflect a more exact Project cost to be billed monthly or less frequently.

12. Will Exec Director Marshall's departure have any impact on the scope, timing, or process for this proposed project?

No.

13. Project Description:

a) Is there an anticipated construction cost estimate or cost per square foot?

No.

b) Please confirm the requirement that "the building's mechanical and plumbing systems should not use any fossil fuels" is referencing natural gas or propane systems.

Correct.

c) Will there be any LEED or Zero Net Energy requirements anticipated for the project?

No.

14. Design Services:

- a) **Do redlines from contractor need to be consolidated into a CAD Revit format?**
No, a .doc or PDF format is fine.
- b) **What off site utilities and studies are expected? Will there be any design required for off site parking or modifications to the offsite curb and sidewalk?**
There are no off-site utilities or studies expected at this time. The parcel is located in the City of Eureka's Parking Assessment District and therefore parking is not required for non-residential uses. RCEA is unaware of any required modifications to the offsite curb and sidewalk.
- c) **How many meetings should be anticipated to interface with RCEA staff and Board of directors?**
As many as you need to complete the requested Scope of Services.
- d) **Will any value engineering of the approved drawings be completed time and expense basis? Depending on the level and type of modifications required the design effort could vary.**
See answer to question 11.
- e) **Does the owner anticipate the need for onsite standby generator, solar, or battery storage beyond code minimum requirements?**
No, RCEA looks forward to implementing the Title 24 Standards, whatever they may be at the time of construction.
- f) **Will fire alarm and fire sprinkler be required in the design or will this be a deferred submittal?**
Yes, fire alarm and fire sprinklers will be required in the design.
- g) **Is there a specific BIM Level of Development required?**
RCEA has no knowledge of what type of modelling will be required for planning or construction and does not have a preference.
- h) **Please confirm that RCEA will provide a geotechnical report.**
No, a geotechnical report will have to be completed.
- i) **Section III, subpart D, Item 3: States that an evaluation criteria is based on the "Ability of the Respondent to provide the required services within the timeframes requested by RCEA..." Has RCEA developed an anticipated or desired schedule for design and/or construction?**
A desired schedule has not been developed.

15. Bidding - Can any of the meetings such as pre bid, bid opening, or bid evaluation be completed virtually?

No, all bid meetings related to award of a construction contract must be in person.

16. Under construction management:

- a) **Monitor and verifying that the project is constructed in compliance.**

i. Does this require someone to be onsite 5 days a week?

No, we do not anticipate the need for a construction manager to be on-site every day of construction.

ii. Is virtual monitoring time agreeable and what is the minimum required on site monitor?

Virtual monitoring may be agreeable.

b) Weekly on-site supervision:

i. Is this an engineer or an approved representative?

An approved representative is acceptable.

ii. Is there a minimum hourly time required on site each week?

The minimum necessary to adequately supervise the week's activities.

c) Provide Labor Code Compliance monitor: Is this only for the design team members or for all project resources (contractor and sub-contractors)?

All project resources.

d) Can the commission guidelines, test reports, and final acceptable be provided by the award contractor?

No, but they may be provided by a third-party commissioning professional/firm.

e) What format will the record drawings need to be provided in?

Whichever format is required by the City of Eureka.

17. Is alternate compensation agreeable, noted in section 4.1 of the contract, such as lump sum pricing.

See answer to question 11.

18. In section 8 of the contract, can the defend clause be removed?

RCEA will not negotiate agreement terms prior to the evaluation and selection process. A sample Agreement is attached as Exhibit 1 to the RFP/RFQ. Willingness to comply with the proposed professional services agreement terms and conditions is a component of the evaluation criteria. Any exceptions to the terms set forth in the sample Agreement should be noted on the sample Agreement and submitted with the proposal.

19. Sub-Consultants: On page 5, proposers are asked to identify sub-consultants on the Project organization chart. Would you also like us to also include resumes for the subs?

No, it's not necessary.

20. Geotechnical: Also on page 5, the list of Design Services includes "Conduct any required planning, zoning geotechnical.... utilization studies." Typically, geotechnical engineering services are procured by the Owner. Is it your intent that these services be included under the A/E contract?

RCEA is requesting that the Respondent include costs to coordinate any required studies that are necessary to inform a final design, including geotechnical studies. However, RCEA is open to procuring a geotechnical report outside of this RFQ/RFP scope if doing so

provides the best value or is in the best interest of RCEA. Please see the answer to question 9 for guidance on how to respond to the requested Scope of Services.

21. If separate firms, is the lead consultant/owner's agent the Architect? or the Engineer?

RCEA has no preference as to who the lead consultant would be.

22. Are there Phase I and/or Phase II studies of the site is there a Geo-Tech/Soils Report for the site, if so what's the date has there been a Site Boundary Survey of the property has there been a Site Topographic Survey of the property.

No, not to our knowledge.

-End of Q&A-