

Fiscal Services
1800 Ignacio Blvd
Novato CA 94949
415-884-3162

**Request for Proposals Bill and Adele Jonas Center (Building 19),
Building 18 (New Childcare Facility) and Renovation of Building 17 (Old Library) for
Architectural and Design Services # 16/17-MB05**

**ADDENDUM #2
3/14/17**

Please see the questions and answers below:

1. Section 2 Scope of Services requires providing 20% schematic design drawings. We take this to mean that the design team shall provide schematic design drawings which represent 20% of the complete construction documents. Please confirm if this interpretation is correct.

A: This is correct

2. Is there a District standard for Bridging Documents that we can review?

A: The District does not have a standard

3. While the Design Process indicates a meeting for cost estimating, the scope of services does not identify cost estimating services to be provided by the design team. Will the Marin Community College District be providing cost estimating separately? Do you anticipate having one estimate at the end of Schematic Design or two, with the second at the end of the Bridging Document phase?

A: The District will be providing cost estimating through a third party and not part of this contract.

A: We plan to have 1 set of plans at the 20% mark estimated.

4. It is our understanding that you would like us to provide a fee for architectural design services only, with consultant fees to be determined when specific consultants and their scope are identified. Please confirm.

A: Consultant fees do need to be part of the bid from the A/E Firm. From this number an award will be issued by the Board of Trustees.

5. Can you clarify if the 30-page limit for the Jonas Center proposal is 30 sides, or 30 paper pages which equates to 60 sides?

A: A total of 30 pages' maximum. They can be one sided or 2 sided, but the count should not exceed 30 numbered pages.

6. Page 5 of the RFP states “Due to this being a schematic design process using bridging documents to a design/build firm, the awarded vendor for this project will be excluded from participating as a team member for the design/build team/selection process.”

Question: Does this include consultants on team?

A: No, it only applies to the awarded vendor and not the sub-consultants on the award.

7. Will sub-consultants to the architect in the SD/bridging docs phase be precluded from the future DB project?

A: See answer to number 6

8. Is there an anticipated schedule for the SD/bridging docs phase?

A: Yes, ideally this process would be concluded in a period not to exceed 3-4 months from award date.

9. When is the anticipate release for the DB RFQ?

A: Not applicable to this RFP

10. What is the scope of proposed bridging documents? The RFP variously describes “facilitating the design process through Schematic Design at which point the firm would prepare bridge documents” and “Provide 20% Schematic Design Drawings” and then “Provide Bridging Documents ...” What is the level of detail expected relative to traditional design stages? (50% DD?)

A: Awarded vendor shall provide 20% set of Schematic Design Set of Drawings for A/E, and all other sub-consultant related work

11. Scope of Services mentions “provide MEP design for new HVAC systems for all three facilities.” Would this be to same level as bridging documents (50%DD?) or greater? Would other consultant disciplines be to the same level? (What about Structural Engineering evaluation and design, site design by civil engineers and landscape architects, audiovisual, and kitchen consultants?)

A: See answer to #10

12. To what extent have preliminary investigations, building or site evaluations, surveys mapping, or other studies such as structural suitability been undertaken already? (removal of interior columns is mentioned)

A: None to date

13. What EIR or other environmental studies have been completed or will be available? The issue of creek setbacks was mentioned in the walk through as an important issue. It was variously described that studies had been completed or were just beginning.

A: This project will be CEQA exempt per comments from EIR consultants

14. Will mold and air quality remediation be evaluated and/or completed by the District as part of the pre-construction work? This will affect the scope of work on buildings to remain (Building 18 and potentially Building 19).

A: Yes, all hazmat related work to the interior portions of the building will be completed by a third party as part of the pre-work completed by the District. This shall be completed within 90 days, or mid-June at latest.

15. Will the planning and programming involve community input and public forums? This was mentioned recently in a Marin IJ editorial as an important issue to the community. RFP mentions public information website. Will a public website need to be provided by the design team?

A: No public website to be provided by vendor. Public forums are an outreach effort in general and no specific to these buildings. We will be working with Novato Rotary as part of the design team as it relates to building 19.

16. Is there any concept at this point about modification of the building exteriors beyond maintenance upgrades for buildings to remain?

A: No

17. Can you explain the language in the RFP which states:” Design could include utilizing some of the existing vacant building with targeted demolition or building a new structure on the existing foundation? Has feasibility of using existing foundation for a new building been explored? Alternatively does this mean work within the existing building footprint?

A: No it has not, it was looked at as a possibility but the awarded vendor will need to do this assessment as part of their design recommendations.

A: Yes, on building 17 & 18, but building 19 needs to be explored further based on programming.

18. Item 4 mentions providing “recent examples of reports for each of the above categories”: scheduling, budgeting, cost estimating, document control and public information websites. Do you want a brief description or actual past documents?

A: Past documents that are attached as exhibits will be useful to the selection committee

19. Is the fee proposal to be submitted separately from the body of the proposal per Qualification Based Selection regulations, Government Code sections 4525?

A: Yes, please submit separate document that outlines the fee per hour for design services, listing of all sub-consultants, and a summation by line item of total estimated costs for each firm. Then a grand total for the total project related to this RFP. This page will not be part of the 30 number page limit in the RFP.

20. Should we include dividers? If so, should they correspond exactly to the RFP requirements on pages 7-9, or can we determine what they should be?

A: Yes, you can include dividers. The dividers need to correspond with the RFP requirements.

21. If we include dividers, are they counted towards the page count?

A: Dividers do not count toward page count.

22. It says the cover page is excluded from the page count. Do you mean the actual cover or the cover letter?

A: Cover letter

23. I assume we are to fill out pages 12, 13, and 14. If so, where would you like us to include these in our submittal? What about the Addendum #1? And do they also count towards the page count or no?

A: The addendums and pages that need to be included will not be counted toward page count. The forms can be placed in the back portion of the submittal document.

Acknowledge receipt of this addendum by signing and submitting along with your Request for Proposal (RFP) which is due by 3:00pm on March 24, 2017 to Mayra Ramirez, Buyer (Measure B Bond), 1800 Ignacio Blvd. Novato, CA 94949.

Name of Company: _____

Signature of Individual authorized to sign for company: _____

Name Printed: _____

Date: _____