

September 19, 2017

## **Addendum #3 Replacement of Cordilleras Health System Facility Responses to RFP Questions**

To All Respondents,

Please carefully review the responses below and incorporate the information as directed into your proposals due to the San Mateo County Project Development Unit on October 13, 2017. Respondents submitting proposals that do not reflect the information provided below may be deemed non-responsive and not accepted by the County.

### **ANSWERS TO RESPONDENTS QUESTIONS**

**Question #1** – *Ref Clause 6.03 D. Could you please clarify if more than one firm is referring to supporting specialist sub-consultant engineers, or for the primary Architectural role?*

**Response** – **The intent of 6.03 D is to clearly identify any partnerships or joint ventures, the role each firm is performing and how their contractual relationship is defined.**

**Question #2** - *Would it be possible to arrange a visit to the site?*

**Response** – **An additional site visit will be conducted for all firms wanting to attend. The PDU will publish the date and time when available.**

**Question #3** - *5.01 – The scope defines a detailed visioning and programming phase. Given there has been a lot of work already done, how much of the programming information can be re-utilized.*

**Response** – **As stated and in accordance with Section 5.01, B, the Architect shall review and utilize any relevant existing information available in all work performed, except that, the Architect shall be responsible for verifying any information. Previously developed Reference Design Document as noted in Part 4 shall be used for reference only. This Project shall be treated as a new design, separate from the previous effort.**

**Question #4** – *5.02B – This paragraph talks about the possibility of Design-Build for certain trades. Should we assume that the fees we are quoting for consultants is for a full design and not partial design/documents?*

**Response** – **Please delete existing Section 5.02 B in its entirety and replace with the following new 5.02 B as provided below:**

**B. Mechanical Electrical Plumbing (MEP) Engineering Design**

**The MEP engineers on the team shall develop a complete integral design to achieve the County's mandatory requirement to achieve energy performance of at least 10% above the current California Energy Code for the building systems on the Project, including but not limited to the HVAC, electrical, domestic plumbing, sanitary sewer, roof drainage, natural gas, and fire protection systems.**



The MEP engineers will coordinate heating, cooling and lighting loads incorporating high efficiency energy measures and taking into consideration the exterior skin design and orientation during the design. The MEP engineers shall where possible design for automated controls to minimize the amount of energy required to heat, cool and light up the building, and investigate into the potential of taking advantage of natural ventilation and automatic dimming of electric lighting based on the amount of available daylight.

The MEP engineers shall also be responsible for coordinating with the subcontractors for utility service connections including PG&E, AT&T, Comcast for new site and building services.

**Question #5** – 5.05A – Will the County be open to certain meetings be on-line and/or the venue be at the Architect's office (especially during design) for efficiency?

**Response** – The County may consider other meeting venues after the teams are established but for proposal purposes and unless otherwise specifically stated within the RFP, all firms shall assume all meetings will be held in person within the limits of Redwood City, Ca.

**Question #6** – 6.04C & D – What is the difference between the two?

**Response** – 6.04C provided guideline for the inclusion and format of the proposed fee structure. 6.04D further explained the budgeting of the sub-consultants to be proposed on the team.

**Question #7** - Will all prequalified firms be interviewed, or does the County intend to develop an interview shortlist after review of the proposals (reference 8.02)?

**Response** – Yes, all firms are planned to be interviewed.

**Question #8** – What is the established Construction Budget (reference 5.04 A, p. 15)? Please advise if the budget includes an assumption for cost escalation through the mid-point of construction?

**Response** – The total anticipated cost of construction in approximately \$75 million and includes escalation.

**Question #9** – The RFP states the anticipated project completion will be “around late 2020” (reference 4.07, p. 6.) That may be challenging to achieve given the recommendation of a phased approach to construction. Does the County have a mandatory project occupancy date, and if not will completion in mid to late 2021 be acceptable?

**Response** – As stated in Section 4.07, for planning and costing purposes, the anticipated start of design will commence immediately after contract approval and anticipated projection completion will be around late 2020.

**Question #10** – We note that the proposed fee is not included among the key selection criteria in 7.01. Please advise if the proposed fee will be a factor in the selection, or is it intended as an indicator only, subject to negotiation with the preferred firm?

**Response** – The County will weigh proposals based on the selection criteria as stated within Section 7.01. However, as also stated, the County may consider any other criteria it deems relevant and the Selection Committee is free to make any recommendations it deems to be in the best interest of the County.

**Question #11** – Should the fee be provided in a separate sealed envelope?

**Response** – No, please follow the instructions as stated in Section 6.04.

**Question #12** – What is the composition of the Selection Committee?

**Response** – The Selection Committee will be made up members from Health System, County Counsel and the Project Development Unit.

**Question #13** – Will the SOQ submitted previously be available to the Selection Committee? Is it the County's preference that the proposal should not repeat any information contained in the SOQ (such as resumes of key personnel, firm experience, etc.)?

**Response** – Yes, the RFSOQs for all firms will be available to all selection committee members. Please follow the instructions for proposal requirements as provide within Sections 6.01 and 6.02.

**Question #14** – The Proposal Requirements, Section 6.02A, p. 17 lists items (project approach, meeting attendees, and project schedule) which are also itemized in Section 6.03, B, C, and F, p. 18. Does the County prefer that we summarize information in our response to 6.02A and expand on this in 6.03, or can we omit the duplicative information from 6.02A?

**Response** – Per 2.04, Respondents should address every item listed in this RFP even if the item was previously addressed in the other sections of the Proposal. Brevity and clarity are of utmost importance.

**Question #15** – Will the County provide a site topo, boundary and accurate above and below grade utility survey?

**Response** – The County has provided all known documentation to date, if further topographical, boundary or utility information is needed to complete the design the selected firm will work with the County to help gather, coordinate the delivery or in some cases providing the information needed.

**Question #16** – Section 5.02, F.3 requires presentations to Board of Supervisors and the public “as required.” How many public meetings should we plan for?

**Response** – Proposers should assume for three meetings to satisfy the requirements of Section 5.02, F, 3, in their proposed costs.

**Question #17** – Please advise if the County wishes the selected firm to select furniture, or to only provide a furniture layout as a test fit. If the County is seeking furniture selection services, should we anticipate participating in assisting the County in procurement and oversight of furniture installation? Does the County have furniture standards and prequalified vendors?

**Response** – The County will select furniture and equipment vendors at a later date. A/E firms will be required to provide general concept layout drawings to help define the areas for the users, the design team as well as other MEP requirements needed for a complete design. After the furniture/equipment vendors are selected the selected A/E firm will coordinate with the County, CM/GC and the respective vendors throughout the procurement, installation and final acceptance of all furniture and equipment related scope.

**Question #18** – Will the County provide General Conditions and Division 1 of the Specifications?

**Response** – The County will provide Division 0 (with General and Supplemental Conditions) and Division 1 documents for inclusion into the final construction documents.

**Question #19** – Will the selected firm participate in soliciting and reviewing proposals from CMs and participate in the interview of the shortlisted firms? Please define the anticipated scope for the architect.

**Response** – As stated in Section 5.02, the selected firm will participate in and provide support to the County for the CM@Risk selection process. Although a complete scope is not completely defined, it is anticipated the selected firm will be heavily involved during the selection process.

**Question #20** – Per Section 6.04.G the County seeks to know how the fee will change if design/build is used for certain trades. Please provide a list of the systems that may be procured from Design/Build trade contractors and the level of documentation that would be expected from the A/E team to facilitate the D/B process for those trades.

**Response – Please delete item G in within Section 6.04. All other items within Section 6.04 remain unchanged.**

**Question #21** – *Per Section 6.04.H the County seeks to know how the fee will change if LEED certification is desired at a later time. What level of LEED certification is being considered? Can we assume that this decision will be made during the Pre-Design phase, since a later decision may require revisions to previously approved document?*

**Response – Please provide budget for all LEED certification levels. Final sustainability goals will be finalized prior to the completion of the Research, Concept Design and Program Verification Phase as stated in Section 5.01.**

**Question #22** – *Section 5.04, A indicates that the BIM should be completely coordinated to support shop fabrication. May we assume for the proposal that the BIM level of development prepared by the A/E will be consistent with A/E industry standards, and that the BIM will be advanced by the contractor for facilitating shop fabrication through the shop drawing process?*

**Response – Please refer to Section 5 in its entirety for anticipated BIM standards required for all design, construction and close-out phase. Please also note that per 5.02.A, The Architect shall work with the selected CM/GC to develop an integrated BIM Execution Plan to document the project delivery standards and protocols for the BIM uses and deliverables. This will include and use the current version of Level of Development Specification (LOD) published by BIM Forum to specify and articulate with a high degree of clarity the use, content and reliability of BIM at various stages in the design and construction process, such as elements to be modeled, model element authors, timing for element modeling, precision/details to be included, etc.**

**Question #23** – *Section 5.03, 1 references a fully coordinated BIM with all disciplines. We typically provide clash prevention analysis at each phase of the work. However, a BIM would not be fully coordinated without the means and methods input from appropriate contractors and subcontractors. Is it the County’s intent that the Architect provide management of a BIM implementation plan for the project which includes clash detection modeling by the MEP trades to achieve this project goal?*

**Response – As stated in Section 5.02 the selected design firm will work with the selected CM/GC to develop and implement a BIM Execution Plan for all phases of the project.**

**Question #24** – *Will the A/E team prepare all environmental permit applications and coordinate with relevant agencies or will that be the responsibility of the County’s environmental consultant?*

**Response – Please see Sections 5.01 and 5.04 for permitting and agencies coordination requirements.**

**Question #25** – *Civil engineering and landscape architecture is not typically done in BIM. Will BIM be required for those disciplines on this project?*

**Response – As stated in Section 5.02 the selected design firm will work with the selected CM/GC to develop and implement a BIM Execution Plan for all disciplines during all phases of the project to define which disciplines use what kind of design software and associated requirements.**

**Question #26** – *Will the water storage tank require replacement, repair or upgrading? Will seismic analysis of the existing tank structure be required?*

**Response – The County has previously provided all known information via Addendum #02 dated 7/26/17. In addition, the County will require the selected firm to review and provide an analysis of the serviceability, review capacities as well as the overall condition of the water storage tank and associated piping systems. The analysis shall also include strategies to incorporate the use of the storage tank into the fabric of the project.**

**Question #27** – Will the pumping systems providing water to the storage tank require replacement, repair or upgrading?

**Response** – Please see response to Question #26, above.

**Question #28** – Are there any required off-site roadway improvements or utility system upgrades?

**Response** – Please reference Feasibility Study to Replace Cordilleras Mental Health Center dated 11/6/2014 for all known road improvements.

**Question #29** – Should cost estimating be provided as an optional service (reference 5.04, C.4, p. 15 which states “if directed by County”)?

**Response** – Proposer’s should include cost estimator and a budget for estimating within their proposed cost for services.

**Question #30** – Our assumption is that the County does not require full time on-site representation by the Architect. Is that correct?

**Response** – The County will not dictate the level of on-site representation for the proposer. Please see Sections 6 and 7 of the RFP to define the County’s needs regarding availability for team members. Proposer’s are free to provide whatever “Project Approach” they deem is required for the delivery of the project.

**Question #31** – We note the requirements for 3D representation and model walk-through in Section 4.04. Will the County require the architect to provide a physical model and/or professional renderings of the project?

**Response** – Professional renderings only.

**Question #32** – Will a construction noise reduction plan be required to be provided by the A/E team?

**Response** – The selected firm shall coordinate with the County and provide specifications for the CM@Risk as required to satisfy the requirements of the project’s Construction Noise Reduction Plan that will be provided by the Selected CM@Risk. See also feasibility study review by Unger Construction Company provided as part of the RFP documents -

<http://cmo.smcgov.org/sites/cmo.smcgov.org/files/Cordilleras%20Health%20Facility%20Unger%20Report.pdf>

**Question #33** – Regarding section 6.03 item F: Can we print requested schedules on 11x17 paper in a horizontal format for the ease of the review panel to read?

**Response** – Please see and submit proposals in accordance with Section 2.06.

**Question #34** – In section 5.05 Construction Administrative Services, Item A, Meeting Attendance: The scope of work requests the following types and frequency of meetings during CA, “construction duration.”

a. Shall the design team and consultants include in their fee weekly “design coordination” meetings during construction phase even though design coordination will be complete once permit documents have been issued?

**Response** – Design Coordination Meetings will still be required during the Construction Phase.

b. Meeting type #2 indicates “during each phase of the project,” yet this requirement associated under Construction Administrative Services. Please clarify if this is truly required for all phases (Programming, Conceptual, SD, DD and CD phases). Also, please verify if the design team and consultants shall include in their fee to accommodate this weekly OAC meeting request during “each phase of the project” or only during CA.

**Response** – Meetings as indicated in Section 5.05 are required for Architect’s attendance. Proposers should reflect all meetings as required in their proposal.

c. Please clarify the construction period meetings required by the design team and their associated fee.

**Response – Please reference Section 5.05, A, for meetings required.**

**Question #35** – *In section 5.05, Item C, Transition Phase:*

*a. Please clarify the County’s definition and estimated duration of the “Transition Phase.” What are the expectations of the design and consultant team during this phase? Is this considered a Close Out Phase? Do activities include coordination and assistance of consumer and operator transition planning from one space to another?*

**Response – Please reference Section 5.05, C for “Transition Phase” requirements. Each phase of the project will have a Transition Phase. For proposing purposes please allow 60 calendar days for the Transition Phase in Phase 1 and 90 calendar days for the Transition Phase for Phase 2.**

*b. Equipment training is typically coordinated through the general contractor along with the equipment vendor providing the training. Should the Architect include in their fee, administrative time for this coordination?*

**Response – Please reference Section 5.05, C for training requirements.**

*c. Please clarify the expected scope of work and the estimated duration required of the Architect for this scope of services. Is the Architect required to be available to perform services during all warranty periods that are offered by third party contractors and vendors? How shall the Architect estimate a fee for this scope?*

**Response – The selected firm shall coordinate with the County on the expected response times during the warranty period. Please see Section 5.05, C for Warranty Phase requirements.**

**Question #36** – *In section 6.02, Item A: The stated resume requirements 1-8 are different from the RFQ resume required information. Should we update previously submitted resumes from the RFQ to address the new resume criteria?*

**Response – Provide requested info for each proposed team member holding a key role on the project. The info can be listed in updated resumes or in any other appropriate format that clearly communicate the info.**

**Question #37** – *In section 6.02, Item B and same in section 6.04, Item D: “Although engineers and other consultants’ costs are not a mandatory part of this RFP, provide a budget for the types of engineers and sub-consultants you anticipate will be required to complete the project.”?*

**Response – Both 6.02B and 6.04D explained the budgeting for the proposed sub-consultants. You are requested to provide separate fee budget for sub-consultants on your team. However, the County may elect to initiate a separate procurement process in collaboration with the Architect to select certain or all sub-consultants**

**Question #38** – *In Part 6.01, Item C states “Provide lump sum fees... for any sub-consultants you would propose to include with your team.” Are sub-consultant and engineering costs required to be included in the matrix as hard lump sum fees or as an estimated budget allowance? Since sub-consultants are not a mandatory part of this RFP, please confirm whether a company name is required to be included on the Proposal Fee Matrix and whether sub-consultant resumes are required or preferred.*

**Response – Please provide budgets for proposed sub-consultants and their company names. However, the County may elect to initiate a separate procurement process in collaboration with the Architect to select certain or all sub-consultants**

**Question #39** – *In section 6.02, Item C: Define “proposed team.” Is the County asking the Architect to assure in writing the team assignment of other firms they do not control such as consultants and engineers also?*

**Response – The County is seeking written assurances for key members of the design team. This does not extend to sub-consultants and engineering firms unless they have been presented as key members.**



**Question #40** – In section 6.03, Item D: “Where more than one firm is proposed, explain your contractual relationship and each firm’s specific responsibilities during each phase of the project.” Do you mean if an architectural firm is joint ventured with another firm? Please clarify.

**Response** – Yes, if more than one A/E is a joint venture or partnership the County is requiring a complete understanding of each firm’s contractual relationship and each firm’s specific responsibilities during each phase of the project.

**Question #41** – Based on the Approved Shortlist, were there any joint ventured teams?

**Response** – No

**Question #42** – In section 6.04, Item B: We are asked to identify estimated reimbursable expenses. Are all project expenses (non-labor expenses) born by the architecture and sub-consultant team considered reimbursable expenses?

**Response** – Reimbursable Expenses mean actual expenses incurred by Architect or Sub-consultants in connection with design services, such as expenses for: transportation and subsistence incidental thereto; providing and maintaining field office facilities including firm furnishings and utilities; toll telephone calls and telegrams, mail and overnight delivery services; reproduction of reports, Drawings, Specifications, Bidding Documents and similar Project-related items; and if authorized in advance by the Owner, overtime work requiring higher than regular rates.

- Reimbursable Expenses shall not include Local Travel.
- Travel expense beyond Local Travel for travel by automobile shall be reimbursed at the current rate set by the U.S. Government, and for travel by other means shall be the actual expense incurred by Architect.
- Local travel means travel between Architect’s offices and San Mateo County, and travel to any location within a fifty-mile radius of either Architect’s office or San Mateo County.

**Question #43** – PART 7 – Key Selection Criteria – Items B, C E and F: These are reflective of the information requested in the RFQ; will you be updating? Are there any other selection criteria that will be considered such as compensation?

**Response** – The County will weigh proposals based on the selection criteria as stated within Section 7.01. However, as also stated, the County may consider any other criteria it deems relevant and the Selection Committee is free to make any recommendations it deems to be in the best interest of the County.

a. Can you please explain how each section will be weighted and/or provide a point or value for each criteria?

**Response** – The County will follow the selection criteria as stated within Section 7.01.

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