



**DOWNTOWN LIBRARY MIXED USE PROJECT
MASTER ARCHITECT RFP
ADDENDUM #2**

1. **QUESTION:** Section 9, Submittal Instructions: Address is provided, however digital submittal is indicated. Please confirm submittal is digital only, and provide email address to send proposal to.

RESPONSE: Proposals must be submitted by the Proposal Deadline date and time to the following address:

Economic Development Department
Attn: Amanda Rotella
337 Locust St.
Santa Cruz, CA 95060
Email: arotella@cityofsantacruz.com

2. **QUESTION:** Attachment I, Scope of Services, Project Overview Page 1:
- Please confirm that the City (or City's separate consultant) will prepare the Environmental Impact Report per Attachment I Scope of Services 2.1.4, and the Master Architect is only responsible for coordination with the City's consultant to support the preparation of the EIR.
 - Please confirm the status of the complete CEQA analysis

RESPONSE: The City will be responsible for any environmental analysis including the Environmental Impact Report (EIR) and the Master Architect will be responsible for coordination with the City's consultant to support the preparation of the EIR.

3. **QUESTION:** Attachment I, Scope of Services, Project overview Page 1: Confirm the demolition, site improvements, grading and underground utilities package should be prepared to 100% DD
RESPONSE: This is correct.

4. **QUESTION:** Attachment I, Scope of Services, Project Overview Page 2: Typically, Hazardous Materials investigation is done by a consultant independent from Master Architect. Please confirm these uninsurable services shall be coordinated only by the Master Architect and that the hazardous materials investigation consulting will be carried by the City.
RESPONSE: The "Hazardous building materials and hazardous soils investigations, removal and disposal determination, if any" shall be removed from the Scope of Services.

5. **QUESTION:** Attachment I, Scope of Services, Project Overview Page 2: Typically, Geotechnical investigation is done by a consultant independent from project Architect. Please confirm the Geotechnical investigation will be provided by others.
RESPONSE: The Geotechnical investigation and report are part of the Master Architect's Scope of Services.

6. **QUESTION:** Attachment I, Scope of Services, Project Overview Page 2: Confirm that only coordination with the CEQA consultant and their traffic analysis is required.
RESPONSE: Coordination with the California Environmental Quality Act consultant and their traffic analysis is required by the Master Architect; however, the Master Architect shall provide all the required services listed in the RFP.
7. **QUESTION:** Attachment I, Scope of Services, 2.2.2-DD: Please confirm the scope of the Master Architect for the parking structure is 100% Schematic Design bridging documents to be bid by a Design-Build-Entity.
RESPONSE: This is correct and shall include the Scope of Services items listed in 2.2.2-DD.
8. **QUESTION:** Attachment I, Scope of Services, 2.3.1-N: Is it the City's intent that the Master Architect coordinate LEED & Passive House certification for the Site, Parking, Housing, & Library? In the case of LEED, is the Master Architect to submit for both Design Phase and Construction Phase credits? Does the Architect of Record for the site, parking, & housing, performed under the Developer have to prepare the LEED documentation for those portions of the project?
RESPONSE: It is the intent that The Master Architect coordinate LEED & Passive House certification for the Site, Parking, Housing, & Library and shall submit for both Design Phase and Construction Phase credits. The Architect of Record for the site, parking, & housing, performed under the Affordable Housing Developer scope will have to prepare the LEED documentation for those portions of the project.
9. **QUESTION:** Attachment I, Scope of Services, 2.4.1: Section states that Master Architect shall prepare General & Special Conditions. Typically, these are prepared by the City/Client, since they form the basis of the contract between the City and the General Contractor. Please confirm the City or Owner's Rep will be responsible for preparing Division 0 and Division 1 and the Master Architect will prepare technical specifications, however exclude General and Special Conditions?
RESPONSE: The Master Architect shall work with the City to prepare General & Special Conditions and Division 0 and Division 1 along with the technical specifications.
10. **QUESTION:** Attachment I, Scope of Services, 2.4.1-A, item #5: Please confirm that the Parking Garage is not part of the Master Architect scope of services in the Construction Documents phase.
RESPONSE: This is correct.
11. **QUESTION:** Attachment I, Scope of Services, 2.4.1-A, items #3,17,18,24: These items are associated with the Core & Shell portion of the project. Is it the City's intent that the Master Architect scope includes Shell for the Library façade of the project, but not the Parking or Housing Components?
RESPONSE: This is correct in the Construction Documents phase.
12. **QUESTION:** Attachment I, Scope of Services, 2.4.1-A, items #7-12,27: These items are associated with the sitework portion of the project. Is it the City's intent that the Master Architect scope includes sitework for the entire project through the Construction Documents & Construction Administration phases? Attachment V, Fee Proposal Format, indicates that these services would be excluded.

RESPONSE: It is the intent that the Master Architect's scope is exclusive of the sitework for the entire project in the Construction Documents and Construction Administration phases.

13. **QUESTION:** Attachment I, Scope of Services, 2.5.1, item E1 & F1: These items refer to a DBE. Please confirm this is a typo, as the Library TI scope is Design-Bid-Build rather than Design-Build.

RESPONSE: The reference to "DBE" is incorrect and shall be replaced with the word "Builder" in both instances.

14. **QUESTION:** Attachment I, Scope of Services, 2.7.5: Please confirm Post Construction Services are only part of the Master Architect scope for the Library TI portion of the project.

RESPONSE: This is correct.

15. **QUESTION:** Attachment V, Fee Proposal Format: Can the City provide the Fee Proposal Format as Excel files for use by consultant to prepare fee?

RESPONSE: The Excel file can be downloaded [here](#) and on the project website.

16. **QUESTION:** Attachment V, Fee Proposal Format: For the Parking Structure Fee, does a separate interiors fee need to be provided, or can it be part of the Architectural Fee?

RESPONSE: The interiors fee for the Parking Structure may be part of the Architectural Fee, but please indicate so when responding.

17. **QUESTION:** Attachment V, Fee Proposal Format: For the Parking Structure Fee, can FF&E be excluded? If not, what FF&E did the City have in mind?

RESPONSE: There will be no City FF&E for the parking structure so this item can be excluded.

18. **QUESTION:** Will the Commissioning Agent for the project, both for LEED & Title 24, be engaged by the Master Architect, Developer's Architect, or City?

RESPONSE: The Commissioning Agent will be procured under a separate solicitation.

19. **QUESTION:** Can you confirm that you are looking for the proposals to be submitted only as a digital PDF file? I don't see an email address where the proposals should be submitted.

RESPONSE: Please see response to question 1 above.