



**DOWNTOWN LIBRARY MIXED USE PROJECT
MASTER ARCHITECT RFP
ADDENDUM #3**

NOTIFICATION: This Addendum Calls for the inclusion of an Add Alternate for cost estimating services. Please see question 8 below and the response.

1. **QUESTION:** Page 9 of the RFP references services related to, “Hazardous building materials and hazardous soils investigations, removal and disposal determination, if any,” yet 15 item 2.1.4 states that Environmental Services are not included. Please clarify language on Page 9.
RESPONSE: The “Hazardous building materials and hazardous soils investigations, removal and disposal determination, if any” shall be removed from the Scope of Services.
2. **QUESTION:** Page 19 item I of the RFP references Color and Materials Boards (3 minimum). Are these intended to be physical boards with all interior and exterior core and shell finish materials?
RESPONSE: This is correct.
3. **QUESTION:** Page 31 item I of the RFP references County and User Group approvals. Are these approvals obtained in meetings separate from the listed design meetings for this phase of work?
RESPONSE: The City and User Group approvals are anticipated during the listed design meetings for each phase of design.
4. **QUESTION:** Page 34 of the RFP references the library site. The concept in Attachment III does not appear to consider a usable site for library programming. Is outdoor programming (e.g., programs, gathering, reading, and play) expected to be part of the project scope?
RESPONSE: Outdoor programming is an important consideration for this project and the City and County are looking for creative solutions for these elements given the site location and library programming.
5. **QUESTION:** Page 35 of the RFP references a Furniture Dealer selection. Will any aspects of the FF&E be publicly bid?
RESPONSE: It is anticipated that the project will be able to capitalize on FF&E pricing strategies under such programs as CMAS, U.S. Communities, etc.
6. **QUESTION:** The building program appears to be from 2017; is an update/confirmation part of the scope of services? Have any new programmatic considerations arisen due to the pandemic?
RESPONSE: Programming considerations have not arisen due to the pandemic, but a confirmation of the program scope is anticipated as part of the design process.
7. **QUESTION:** Will the library have an AMH system?

RESPONSE: Currently, the new downtown library program will not include an Automated Material Handling system.

8. **QUESTION:** Cost estimating is listed as a part of the professional services on page 9. Is the design team required to have a separate cost estimator, or will the developer provide a cost estimate at each phase as a part of design-build?

RESPONSE: The City would like for the Master Architect to propose an Add Alternate to provide a project estimate at the conclusion of the Schematic Design Phase, at the 50% Design Development point and at the completion of the Design Development Phase. Please add these three estimates to the respective fee sheets.

9. **QUESTION:** Do you plan to hire a commissioning agent (Cx) as a separate contract or a part of the design team?

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

10. **QUESTION:** Please clarify what landscape architecture services are anticipated for the library and housing aspects. The description of landscape architecture design deliverables on page 26 of the RFP reads more like CD level work. Are you expecting the landscape architecture's services to go through design development only?

RESPONSE: Landscape architecture services are anticipated for all outdoor programmed areas and City streetscapes.

11. **QUESTION:** Will the PHIUS+ Precertification Review responsibilities be part of the master architect team's scope and moved into the DD phase of the project, or will the separate team responsible for the CD phase assume this scope of work? A PHIUS+ Precertification Review is mandatory for Passive House certification, typically involves three rounds of submitting documents and receiving and reacting to feedback and ideally takes place during the late DD phase spanning into early to mid-CD phase. PHIUS+ Precertification Review does include a review of envelope details, so if these responsibilities are moved fully into DD as part of the master architect team's scope, envelope details will likely need to be developed to CD levels.

RESPONSE: The PHIUS+ Precertification Review responsibilities shall be part of the Master Architect's scope of services through the Construction Document phase.

12. **QUESTION:** Is the master architect team expected to take on the PHIUS+ Final Certification services in the CA Phase?

RESPONSE: This is correct.

13. **QUESTION:** Do you plan to hire a PHIUS+ Rater/Verifier as a separate contract or a part of the design team? A PHIUS+ Rater/Verifier is a required professional during construction administration for Passive House certification.

RESPONSE: The Master Architect scope includes the PHIUS+ Rater/Verifier.

14. **QUESTION:** Has the city committed to hiring a PHIUS Certified Builder for the entire project per Passive House certification requirements?

RESPONSE: The City has not committed at this time to hiring a PHIUS Certified Builder.

15. **QUESTION:** What are the coordination responsibilities for the master architect team regarding the affordable housing interiors as it relates to Passive House and LEED certification pathways?

RESPONSE: It is the intent that the Master Architect coordinate LEED & Passive House

certification for the Site, Parking, Housing, & downtown 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.

16. **QUESTION:** Please clarify which LEED v4.1 rating system(s) are desired. LEED v4.1 Building Design + Construction is a good fit for the mixed-use project. Is there also a desire to certify the library TI as a separate LEED v4.1 Interior Design + Construction project?
RESPONSE: The LEED v4.1 Building Design + Construction rating system is anticipated for the mixed-use portion of the project and the LEED v4.1 Interior Design + Construction rating system for the library TI.
17. **QUESTION:** There are several references to USGBC LEED Zero – Electrical. We assume this is a reference to LEED Zero – Energy. Please confirm.
RESPONSE: The reference to “USGBC LEED Zero – Electrical” is incorrect and shall be replaced with the word “USGBC LEED Zero – Energy.”
18. **QUESTION:** Can you please confirm that the submittal is 100% digital and no physical copies are required?
RESPONSE: 1 hard copy is required in addition to an electronic copy (emailed to arotella@cityofsantacruz.com or provided via USB). Hard copies must be mailed or delivered to 337 Locust Street, Santa Cruz CA 95060.
19. **QUESTION:** We assume the pricing proposal should be provided under separate cover, if the City is ranking submissions without regard to fee as a first step. Please confirm.
RESPONSE: Please submit the pricing proposal under separate cover.
20. **QUESTION:** There are scope items that the RFP requires us to provide that aren’t represented on the fee spreadsheets. How would you like us to include these items on the spreadsheets? (such as: Acoustics/Noise Vibration, Elevator & Escalators, Commissioning, Community Engagement, Traffic Design)
RESPONSE: Please include all other consultants not listed specifically listed on the fee spreadsheet in the Architecture line item.
21. **QUESTION:** The library TI fee spreadsheet lists security systems, fire alarm, and BMS as BOD. We believe that the library TI portion of these systems should be taken all the way through construction documents. Please clarify/confirm.
RESPONSE: For the downtown library TI portion of the project, the Master Architect shall include the BOD for these systems. It is anticipated that these systems will be design-build by trade partners through the contractor.
22. **QUESTION:** In order for us to figure out how to allocate the fee accurately, would you please clarify which portion of the budget covers, and who will be doing the construction documentation for, these items as related to the Library TI portion of the project:
- Rooftop equipment
 - Ductwork from roof to TI space
 - Main electrical panel
 - Underfloor plumbing
 - Building management system

- Extensive building envelope
RESPONSE: The Master Architect shall provide the design of these systems through the Design Development phase of the downtown library TI portion of the project. The Construction Documents for the downtown library TI portion of these systems are part of a separate solicitation.
- 23. **QUESTION:** Who will be reviewing the proposals?
RESPONSE: City staff and the City's Owner's Representative will review the proposals.
- 24. **QUESTION:** We are still a little unclear regarding the Addendum #2, Question #1 response since both an email and a physical address are listed. We are fairly certain you *only* want a digital submittal, but please confirm when you issue Addendum #3.
RESPONSE: 1 hard copy is required in addition to an electronic copy (emailed to arotella@cityofsantacruz.com or provided via USB). Hard copies must be mailed or delivered to 337 Locust Street, Santa Cruz CA 95060.
- 25. **QUESTION:** Should the RFP be mailed as a hard copy in addition to emailed electronically as a PDF? If so, how many printed copies are required to be submitted?
RESPONSE: 1 hard copy is required in addition to an electronic copy (emailed to arotella@cityofsantacruz.com or provided via USB). Hard copies must be mailed or delivered to 337 Locust Street, Santa Cruz CA 95060.
- 26. **QUESTION:** Can you confirm that the housing developer will develop the entire core and shell while the city develops only library tenant improvement?
RESPONSE: The Master Architect shall provide the Design Development drawings for the affordable housing and downtown library shell and core and the affordable housing developer will complete the Construction Documents for the shell and core, and the Master Architect will complete the Construction Documents for the downtown library T.I.
- 27. **QUESTION:** Can you confirm that the city's intent is for the affordable housing developer to engage a separate architect to complete construction documents and construction admin based upon DD level design from the master architect?
RESPONSE: The City envisions that the Master Architect will work under a separate prime contract with the City but will coordinate its efforts with the Affordable Housing Developer. The Master Architect will design the project through the 100% Design Development at which time those documents will be assigned to the successful Affordable Housing Developer and its team for completion of Construction Documents, Permitting, and Construction. Should the Affordable Housing Developer's team include the same firm that is also awarded the Master Architect contract, the firm will not be disqualified from either solicitation.
- 28. **QUESTION:** CD deliverables include grading, waterproofing, etc., which are not typically part of a T.I. Can you confirm that the master architect is not responsible for core and shell CD work?
RESPONSE: This is correct for the Construction Documents portion of the downtown library TI.
- 29. **QUESTION:** Can you confirm that FF&E is not a part of the housing scope of work?
RESPONSE: This is correct.

30. **QUESTION:** Attachment V notes that estimates should include building and exhibit. Will the city develop exhibits and interpretives separately from the project's scope, or are these services part of the signage/graphic scope for the project?
RESPONSE: The reference to "Exhibit" is incorrect and shall be removed.
31. **QUESTION:** Who is picking up the DD package and moving it through CD? — Sign Fabricator?
RESPONSE: The non-code required signage design for the downtown library T.I. is part of the City FF&E Budget and will be part of the downtown library T.I. CD scope.
32. **QUESTION:** Is core & shell essentially just code required signage? — Will directional signage be needed within housing?
RESPONSE: Code required signage is the minimum requirement for the affordable housing Design Development portion of the project.
33. **QUESTION:** Are there any existing graphic standards incorporated into this project, i.e., typeface, layouts, color palette, etc.?
RESPONSE: There are no existing graphic standards incorporated into the project at this time; however, the City anticipates this will be discussed during design.
34. **QUESTION:** Typically, the owner provides survey & utility potholing. The RFI seems to indicate A&E team is required to provide this. Please confirm.
RESPONSE: Survey is part of the Master Architect's Scope of Services.
35. **QUESTION:** The program from pages 76 to 87 in the RFP shows a Staff area of 12,030 Net and 17,185 Gross, which is about 36% of the total gross area above. The current administration is in a separate building from the existing main library. Will the current administration stay in a separate building or will it move in the future building? If yes, where is it included in the program?
RESPONSE: The City is interested in creative design solutions to include the Staff area within this project.
36. **QUESTION:** As follow up to Addendum 2, it is yet a bit unclear, is the city requesting printed AND digital copies and if so, please confirm number of hardcopies copies to be submitted.
RESPONSE: 1 hard copy is required in addition to an electronic copy (emailed to arotella@cityofsantacruz.com or provided via USB). Hard copies must be mailed or delivered to 337 Locust Street, Santa Cruz CA 95060.
37. **QUESTION:** What is the MA's role in relation to community facilitation? (p10 and p17).
RESPONSE: The Master Architect shall support the City in community engagements related to this project.
38. **QUESTION:** Can you explain what the Exhibit component in 'Estimating (Building & Exhibit)' row covers in the fee sheet?
RESPONSE: The reference to "Exhibit" is incorrect and shall be removed.
39. **QUESTION:** AV consulting – Page 9 of the RFP notes BOD for AV. The TI includes notes for AV, page 21, 33, etc. Is AV needed for the library TI only?
RESPONSE: AV is needed for the downtown library T.I. only.

40. **QUESTION:** Will the traffic study and traffic safety analysis be for the whole building or for the parking garage only?
RESPONSE: The traffic study and traffic safety analysis shall be for the whole building.
41. **QUESTION:** Traffic consulting is listed in narrative but is not included in the fee schedule. May it be included?
RESPONSE: Please include all other consultants not listed specifically on the fee spreadsheet in the Architecture line item.
42. **QUESTION:** May the fee sheets be altered to include new rows?
RESPONSE: It is preferred that the fee sheet is not altered to include new rows, but if it is altered the Master Architect is still responsible for the scope of services and consultants whether the Master Architect decides to list or not.
43. **QUESTION:** Does the photometric study include interior only? Or both exterior and interior? Solar Access/Shading?
RESPONSE: The photometric study shall include both interior and exterior. Solar Access and Shading is required for the Library T.I. portion of the project.
44. **QUESTION:** Will the city provide information regarding existing utilities within the project area that may be serving adjacent businesses?
RESPONSE: The City has limited information concerning the existing utilities within the project area. The City is aware of a PG&E Vault in the vicinity of the mid-block on Cathcart Steet along the southern side of the site that may need to be adjusted/moved to accommodate the needs of the project.
45. **QUESTION:** Will the city provide a current Title Report and easements map?
RESPONSE: The City does not have a current Title Report and easement map for the project site but will pull the report for the selected Master Architect.
46. **QUESTION:** Does the city anticipate this project being required to provide full width road improvements/rehabilitation? Just to the centerline?
RESPONSE: The City anticipates this project will require a centerline road improvement/rehabilitation.
47. **QUESTION:** Does the city anticipate this project being required to dedicate additional Right-of-Way along any or all of the surrounding streets?
RESPONSE: The City does not anticipate this project being required to dedicate additional Right-of-Way along any of the surrounding streets.
48. **QUESTION:** Does the city anticipate requiring sidewalks to be widened from their present conditions?
RESPONSE: The City anticipates that the sidewalks will be at least eight feet wide within the existing right-of-way.
49. **QUESTION:** If new frontage improvements are required, but perhaps that don't include widening the roads, would the city require replacement of existing curb inlets that appear to be substandard per current city standards?

RESPONSE: The City anticipates that the curb and current around the entire project will be removed and replaced as part of this scope.

50. **QUESTION:** Existing curb ramps are non-compliant with code and will need to be re-built. In doing so, some re-alignment may be needed that will affect crosswalks. Will new ramps be required on opposite sides of the streets as well, or will angled crosswalks be adequate?

RESPONSE: The City anticipates all non-compliant curb ramps will be removed and replaced on the project side of the streets.

51. **QUESTION:** Will the city require an ALTA survey?

RESPONSE: The City will require an A.L.T.A. survey.

52. **QUESTION:** Does the city have any on-site underground utility surveys it can provide?

RESPONSE: The City does not have on-site underground utility surveys to provide.

53. **QUESTION:** Will the city require submission of a Traffic Control Plan by the design team, or will that be required of the future contractor prior to starting construction?

RESPONSE: The City will require submission of a preliminary Traffic Control Plan (TCP) by the Master Architect during the Schematic Design Phase of the project. The City expects that the Affordable Housing Developer and parking structure Design-Build Entity will produce and submit a fully engineered TCP based on the Master Architect's preliminary TCP.

54. **QUESTION:** Attachment I: Scope of Services, Article 2.7.5.B calls for Record Drawings. Does the City also want the Master Architect to provide Record Specifications based on the Contractor's markups?

RESPONSE: The City will also want the Master Architect to provide Record Specifications for the downtown library T.I. based on the Contractor's markups.

55. **QUESTION:** (*specifically following addendum 2*) Owners work with their legal advisor/contract coordinator to generate the Procurement and Contracting Requirements under Division 00, including the Conditions of the Contract and Supplementary Conditions and bid forms. Architects are not licensed to prepare contracts. Please confirm that the Master Architect will prepare the General Requirements under Division 01 in conjunction with the technical specifications, and the City with their legal consultant will develop Division 00.

RESPONSE: It is the City's expectation that the Master Architect has read and is familiar with the provisions of the City's General and Special Requirements, that the Master Architect reports Master Architect's Technical Specification contradictions, and that the Master Architect works with the City to resolve said contradictions if they exist.

56. **QUESTION:** Does the City of Santa Cruz have a parking sign standards we will need to follow for this project?

RESPONSE: The City has a parking sign standard for exterior signage that will need to be followed for this project.

57. **QUESTION:** Does the city envision that the garage will be managed by an outside vendor / Company?

RESPONSE: The City envisions the garage will be managed by the Parking District and Division.

58. **QUESTION:** Will the garage be a "pay-to-park"? For shoppers, library visitors and residents?

RESPONSE: This is correct.

59. **QUESTION:** Will there be dedicated floors/areas for residents, or will all parking be mixed?

RESPONSE: This has not been contemplated at this time.

60. **QUESTION:** Will city want to entertain a "themed graphic floor" identification OR just simple floor designated by number / color?

RESPONSE: The City has a parking sign standard for the exterior signage that will need to be followed for this project but is open to design suggestions for the interior signage.

61. **QUESTION:** Will there be an "art component / requirement" for this portion of the project?

RESPONSE: The City anticipates there will be an "art component" for this project.

62. **QUESTION:** Will donor recognition be within scope (ie: Donor Display, Plaques, etc.)?

RESPONSE: There will be backing installed on a prominent wall within the downtown library T.I. for possible future Donor Display, Plaques, etc.

63. **QUESTION:** The RFQ states that the Parking scope of work is to develop bid documents for the City to retain a design build entity for the parking structure, yet the RFQ is asking for all the major consultants to provide Schematic Design services including drawings for the parking structure. Is the intent to develop the parking garage bid documents for the design build entity, that have more detail than typical bridging documents? An alternate would be to have only core consultants for the parking structure, such as Master Architect, Structural and Parking consultants, with Basis of Design for the remainder of disciplines. This alternate would leave some more room for the design build entity for the parking garage to provide efficient and cost-effective solution alternates.

RESPONSE: The intent is to develop the parking garage bid documents for the design build entity through the Schematic Design phase.

64. **QUESTION:** Has any Phase 1 or Phase 2 Environmental Site Assessment been conducted?

RESPONSE: A Phase 1 and Phase 2 Environmental Site Assessment has not been conducted.

65. **QUESTION:** Is Toadal Fitness Haz Mat assessment and abatement plan in basic services scope?

RESPONSE: Toadal Fitness Haz Mat assessment and abatement plan is not part of the Master Architect's basic scope of services.

66. **QUESTION:** Are any members of the Master Architect team prohibited from providing other contracted services to the Affordable Housing Developer and/or Parking Garage Developer?

RESPONSE: No.

67. **QUESTION:** How many copies of the submission are due on May 21?

RESPONSE: One (1) hard copy minimum is due May 21.

68. **QUESTION:** Are previous teams precluded from going after this project?

RESPONSE: No.

69. **QUESTION:** Do submitting teams need a developer?

RESPONSE: No.