

**Tannery Dance and Performance Building  
Request for Proposals for Architectural Services  
Addendum #1  
December 7, 2022**

This Addendum #1 is issued to advise respondent Architects of changes to the Tannery Dance and Performance Building Request for Proposals for Architectural Services dated November 16, 2022 (RFP).

This Addendum must be signed and dated by the responding Architect and included in the Architect's proposal. It is Architect's sole responsibility to ensure that all Addendum requirements are included in the submitted proposal. Failure to include the signed and dated Addendum will result in the proposal being determined to be non-responsive.

### **Revisions to Sections of the RFP**

Specific sections of the RFP have been revised as shown below in ~~striketrough~~/underline. Text shown in ~~striketrough~~ is deleted and text shown underlined is added. All revisions are **highlighted in yellow** for ease of reference.

The revisions eliminate fee as a ranking criterion, adjust scoring for each criterion, and provide for ranking of respondents based on qualifications without regard to fee. The revisions do require the submission of a fee proposal from respondents in a second sealed envelope (see Exhibit F replacement below) to be opened only after selection of a first-ranked Architect for the purposes of negotiating the fee.

#### **E 4. Fee Proposal**

- a. Provide a fee proposal utilizing the format set forth in Exhibit F - Architect Fee Proposal. Fees for Architect's services must be a fixed price and be based on completion of specific milestones. No reimbursement for business or travel-related expense are is allowed.
- b. The cost fee proposal shall be signed by an official authorized to bind Architect, including the printed name and title.
- c. The cost fee proposal shall include a statement to the effect that Architect's fee proposal is valid for ninety (90) days is subject to revision by negotiation and mutual agreement between City and Architect.
- d. The fee proposal must be enclosed in a second sealed envelope enclosed within the sealed envelope containing the rest of Architect's RFP response.

#### **F. RFP Submittal Instructions**

Architects shall read the entirety of the RFP prior to submitting a proposal. Proposals shall be submitted based on information contained in the RFP and any issued addenda. All submitted proposals must be completed in ink, must contain required documents and must be sealed. No proposal will be accepted that is incomplete, written in pencil, altered, illegible or contains unrequested alternates. All documents must be filled out completely and signed where indicated. The City is not responsible for proposals sent through the mail or delivered to an address other than the one listed below.

All proposals must be received at the Economic Development Department, located at 337 Locust St., Santa Cruz, CA, by **1:30 PM on December 15, 2022** in sealed envelopes plainly endorsed:

**Tannery Dance and Performance Building  
Proposal for Architectural Services**

**Submitted by: \_\_\_\_\_**

Proposals must consist of one printed hard copy and one digital copy that includes all information in the format outlined in this RFP. The digital copy must be saved as a searchable PDF document on a USB drive. Proposals not conforming with this requirement may be determined to be non-responsive. **Architect's fee proposal contained in the second sealed envelope shall be on one printed hard copy in the required form. No digital copy of the fee proposal is required.**

Proposals received after the date and time stated above will be rejected as non-responsive. Closing time to receive proposals will be verified by telephone through the U.S. Naval Observatory.

All proposals submitted must be responsive and the Architect performing the requested services must be responsible. A responsive proposal is defined as one that conforms in all respects to the RFP. A responsible Architect is defined as one who has the capability, in all respects, to fully perform the RFP requirements and the integrity and reliability to assure good-faith performance.

City reserves the right to reject any and all proposals, including but not limited to any minor irregularities, or waive any informalities or minor defects in proposals received. City may reject a proposal if it determines that any of the proposal **prices fees** are materially unbalanced to the potential detriment of the City.

All proposals must comply in all respects with the RFP. Proposals must clearly and legibly set forth all information requested in the manner and form indicated.

The responsibility for submitting a proposal on or before the stated time and date is solely and strictly that of Architect.

Architect may withdraw Architect's proposal at any time prior to the date and time stated above only by written request to the City.

By submitting a proposal, Architect represents that Architect has carefully examined the RFP and completely understands and agrees to provide the Architect Scope of Services set forth therein.

Addenda to this RFP may be issued prior to the proposal opening date and shall become a part of an Architect's proposal. The additions or changes contained in such addenda shall be considered by Architect in preparation of the proposal. Architects shall verify if City has issued any addenda for this Project. It is Architect's sole responsibility to ensure that all addenda requirements are included in the submitted proposal. All addenda shall be posted on the City's designated website.

**G. Selection Process**

The contract award for architectural services will be made after selection by City of one (1) proposal from among all proposals received. However, this RFP does not indicate a

commitment by City to award a contract to any selected Architect.

City will first rank all proposals in accordance with the ranking criteria set forth below without regard to the fee. Upon determining the first-ranked Architect, City will then open the first-ranked Architect's second sealed envelope containing Architect's fee proposal. City will then make a final ranking based on qualifications and fee. City will negotiate final pricing with the selected first-ranked Architect.

In addition, Prior to opening any second sealed envelope containing any Architect's fee proposal, City may choose, but is not required to, to interview the two (2) highest any of the ranked Architects. If so, the short-listed those Architects will be notified by City of the date, time and place for interviews and any other pertinent information. Architect's project manager and key staff must be present at the interview, which may be conducted remotely. Within a reasonable period after the last interview, City shall select the successful Architect based on qualifications, performance at the interview, and fee.

In the event City is unable negotiate a fee acceptable to the City with the first-ranked architect, City will proceed to open the second-ranked architect's sealed fee proposal envelope and negotiate pricing with the second-ranked architect.

In the event City is unable negotiate a fee acceptable to the City with the second-ranked architect, City will proceed open the next-ranked architect's sealed fee proposal envelope and negotiate pricing with the next-ranked architect.

**Ranking Criteria:**

**Points**

• Responsiveness and completeness of Architect's proposal .....	10
• Architect's and Architect's consultants' qualifications and experience.....	30 55
• Architect's references.....	15 20
• Architect's project schedule .....	25 15
• Architect's fee proposal.....	20
Total: .....	100

City reserves the right to reject any or all proposals, to waive any informality in any proposal, and to select the proposal that best meets City's needs.

City reserves the right to negotiate final pricing with the selected Architect.

END OF REVISIONS TO RFP SECTIONS  
CLARIFICATIONS BEGIN NEXT PAGE

## Clarifications to the RFP

This following clarifications *in italics* to the RFP have been requested by potential respondents to the RFP:

1. Item B-2.e(1) refers to FF&E, however furniture is typically procured through a separate process from the bid documents for the General Contractor. Is furniture design and specification included in the project scope, and how will it be procured?

*FF&E in this case refers to tenant-defined needs (e.g. could consist of wall-mounted ballet bars, mirrors, office furnishings, sound system etc.) FF&E requirements would be defined through required meetings with the tenant and included in the Construction Drawings. The FF&E requirements will be incorporated into the construction contractor's scope of work.*

2. Item B-7, Construction Cost Estimate: At what phase milestones would you like cost estimates performed? We recommend an estimate be completed at the end of both the Design Development and Construction Documents phases.

*The city has a prior construction cost estimate based on the Design Development Drawings previously submitted. The RFP requirement for a construction cost estimate should be based on the Construction Drawings.*

3. Exhibit A: If engineering subconsultants did not prepare Schematic Design documents, is a Schematic Design Phase warranted for sub-consultants to develop design and engineering plans to the Design Development level?

*The latest design development review letter from the City Planning Dept. (Exhibit C of the RFP) lists final requirements to consider the design development application complete. Engineering plans are not on that list and are therefore not required at this stage.*

4. Mitigation Measure IS-4: We assume an acoustic study was performed for the original EIR. Please confirm that the City's acoustic consultant will perform any required updates to this acoustic study, as required for the project.

*An acoustic study was performed relative to the construction of the adjacent Jewell Theater. The referenced EIR measure states "Require preparation of an acoustical study and design buildings in accordance with recommendations in order to minimize interior noise impacts to planned residential structures." As for its applicability to the Dance Building project, "The Dance Building will be designed in compliance with the mitigation measure." A more definitive, project-specific noise study with detailed building construction recommendations is required for the Dance Building and should be performed by a consultant hired by the Architect.*

5. While changes to the footprint are limited, the floor plan and program changes outlined in the RFP will have a relatively significant impact on the overall design of the building. How closely does the City expect the design team to adhere to the previous design?

*The revised design should reflect as closely as possible the overall intent of the previous design. The Tannery Arts Center campus as redeveloped reflects the industrial design features of buildings of the historic Salz Tannery. Some elements of the previous design for the dance studios will be eliminated and the interior spaces reconfigured. A fresh approach to the design wouldn't be out of the question, but a radical departure from preliminary concepts would be problematic from various perspectives (historical alteration review, design permit review, planning department input etc.).*

6. Would the City consider a digital submittal in lieu of hardcopies?

*A digital copy of the RFP response is required on a thumb drive as well as a printed hard copy. No digital copy of the Architect's fee proposal is required, only a printed hard copy in the second sealed envelope.*

END OF CLARIFICATIONS  
EXHIBIT F REPLACEMENT BEGINS NEXT PAGE

(EXHIBIT F – ARCHITECT'S FEE PROPOSAL MUST BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE WITH THE RFP RESPONSE)

**TANNERY PERFORMANCE AND DANCE BUILDING  
REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES**

**EXHIBIT F - ARCHITECT SCHEDULE** submitted by: \_\_\_\_\_

<p style="text-align: center;"><b>Item/Task</b></p>	<p style="text-align: center;"><b>Projected Date of Completion</b> <i>(from date of Notice to Proceed to Architect. Assume NTP Date as Feb. 8, 2023)</i></p>
<p><b>1. Design Development Drawings</b></p> <ol style="list-style-type: none"> <li>1. After reviewing design drawings previously prepared and submitted to the City of Santa Cruz Planning and Community Development Department (City Planning), provide all necessary drawings, details, and information (Design Development Drawings) necessary to reflect the changes to the initial design and required to obtain a City-required Historic Alteration Permit and a Minor Modification to zoning permit 04-261.</li> <li>2. Submittal of the Design Development Drawings to the City's Planning and Community Development Department as a supplement to application CP21-0080.</li> <li>3. Provide response to comments received from City departments received during the design permit review process and provide and submit revisions to the Design Development Drawings as necessary.</li> <li>4. Attend all meetings in support of the application for the Historic Alteration Permit and Minor Modification including but not limited to meetings with the tenant and to presenting the Design Development Drawings to the Historical Preservation Committee.</li> </ol>	<hr/> <hr/> <hr/> <hr/> <hr/>

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**EXHIBIT F - ARCHITECT SCHEDULE** submitted by: \_\_\_\_\_

<p style="text-align: center;"><b>Item/Task</b></p>	<p style="text-align: center;"><b>Projected Date of Completion</b> <i>(from date of Notice to Proceed to Architect. Assume NTP Date as Feb. 8, 2023)</i></p>
<p><b>2. Construction Drawings</b></p> <ol style="list-style-type: none"> <li>1. Meet with City and the prospective tenant of the Project as many times as necessary to identify, discuss, finalize and include all tenant-desired improvements to the Project in the Construction Drawings and Project Specifications.</li> <li>2. Prepare all Construction Drawings required to obtain a City of Santa Cruz building permit.</li> <li>3. Make application for a building permit and submit the Construction Drawings to the Planning and Community Development Building and Safety Division for a building permit.</li> <li>4. Provide revisions to Construction Drawings in response to comments/requirements received from City departments during the building permit review process.</li> <li>5. Construction cost estimate</li> </ol>	<hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>3. Project Specifications</b></p> <ol style="list-style-type: none"> <li>1. Prepare and submit to City for approval prescriptive Project Specifications for use by City in a public solicitation for competitive bids for the Project.</li> </ol>	<hr/>

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**EXHIBIT F - ARCHITECT SCHEDULE** submitted by: \_\_\_\_\_

<p style="text-align: center;"><b>Item/Task</b></p>	<p style="text-align: center;"><b>Projected Date of Completion</b> <i>(from date of Notice to Proceed to Architect. Assume NTP Date as Feb. 8, 2023)</i></p>
<p><b>4. As-Built Drawings and Annotated Project Specifications</b></p> <p>1. Prepare and submit a set of final, reproducible, As-Built Drawings and Annotated Project Specifications to City.</p>	<p style="text-align: center;">_____</p>
<p><b>5. Bid Documents</b></p> <p>1. Provide the following documents to City for use in soliciting competitive bids for the Project.</p> <ul style="list-style-type: none"> <li>a. Permitted set of Construction Drawings;</li> <li>b. Project Specifications;</li> <li>c. Bid Sheet based on CSI format;</li> <li>d. Architect's General Conditions; and</li> <li>e. Other documents reasonably determined by City as necessary to provide a complete bid package.</li> </ul>	<p style="text-align: center;">_____</p>
<p><b>6. Construction Support and Project Administration/Management</b></p> <ul style="list-style-type: none"> <li>1. Compliance with EDA architect requirements;</li> <li>2. Bidding Services;</li> <li>3. Project Supervision/Inspection;</li> <li>4. Post-Construction Services; <i>(insert Architect's hourly rate here \$ _____ for Architect's compensation to assist City to determine the cause of and to determine the best remedy for errors, defects, omissions, or faults in design not found to be due to the fault of the Architect or any of its consultants).</i></li> <li>5. Meetings.</li> </ul>	<p style="text-align: center;">_____</p>



**TANNERY PERFORMANCE AND DANCE BUILDING  
REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES**

**EXHIBIT F - ARCHITECT FEE PROPOSAL** submitted by: \_\_\_\_\_  
(to be inserted into second sealed envelope and submitted with Architect's proposal)

Item/Task	Fee
<p><b>1. Design Development Drawings</b></p> <ol style="list-style-type: none"> <li>1. After reviewing design drawings previously prepared and submitted to the City of Santa Cruz Planning and Community Development Department (City Planning), provide all necessary drawings, details, and information (Design Development Drawings) necessary to reflect the changes to the initial design and required to obtain a City-required Historic Alteration Permit and a Minor Modification to zoning permit 04-261.</li> <li>2. Submittal of the Design Development Drawings to the City's Planning and Community Development Department as a supplement to application CP21-0080.</li> <li>3. Provide response to comments received from City departments received during the design permit review process and provide and submit revisions to the Design Development Drawings as necessary.</li> <li>4. Attend all meetings in support of the application for the Historic Alteration Permit and Minor Modification including but not limited to meetings with the tenant and to presenting the Design Development Drawings to the Historical Preservation Committee.</li> </ol> <p style="text-align: right;"><b>Design Development Drawings Total:</b></p>	<p style="text-align: right;">\$ _____</p>

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**EXHIBIT F - ARCHITECT FEE PROPOSAL** submitted by: \_\_\_\_\_  
 (to be inserted into second sealed envelope and submitted with Architect's proposal)

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<p><b>2. Construction Drawings</b></p> <ol style="list-style-type: none"> <li>1. Meet with City and the prospective tenant of the Project as many times as necessary to identify, discuss, finalize and include all tenant-desired improvements to the Project in the Construction Drawings and Project Specifications.</li> <li>2. Prepare all Construction Drawings required to obtain a City of Santa Cruz building permit.</li> <li>3. Make application for a building permit and submit the Construction Drawings to the Planning and Community Development Building and Safety Division for a building permit.</li> <li>4. Provide revisions to Construction Drawings in response to comments/requirements received from City departments during the building permit review process.</li> <li>5. Construction cost estimate.</li> </ol> <p style="text-align: right;"><b>Construction Drawings Total:</b></p>	<p style="text-align: right;">\$ _____</p>
<p><b>3. Project Specifications</b></p> <ol style="list-style-type: none"> <li>1. Prepare and submit to City for approval prescriptive Project Specifications for use by City in a public solicitation for competitive bids for the Project.</li> </ol> <p style="text-align: right;"><b>Project Specifications Total:</b></p>	<p style="text-align: right;">\$ _____</p>
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<p><b>6. Construction Support and Project Administration/Management</b></p> <ul style="list-style-type: none"> <li>1. Compliance with EDA architect requirements;</li> <li>2. Bidding Services;</li> <li>3. Project Supervision/Inspection;</li> <li>4. Post-Construction Services;  <i>(insert Architect's hourly rate here \$ _____ for Architect's compensation to assist City to determine the cause of and to determine the best remedy for errors, defects, omissions, or faults in design not found to be due to the fault of the Architect or any of its consultants).</i></li> <li>5. Construction Cost Estimate;</li> <li>6. Meetings.</li> </ul> <p><b>Construction Support and Project Administration/Management Total:</b></p>	<p style="text-align: right;">\$ _____</p>
<p><b>Reimbursables</b></p> <p>1. Reimbursable costs not to exceed.</p> <p style="text-align: right;"><b>Reimbursable Costs Not to Exceed Total:</b></p>	<p style="text-align: right;">\$ _____</p>
<p style="text-align: right;"><b>Fee Proposal Total:</b></p>	<p style="text-align: right;">\$ _____</p>

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**The undersigned Architect submits this Architect Fee Proposal upon having read the Requests for Proposal (RFP) dated November 16, 2022 and affirms that:**

1. Architect has familiarized him/herself with all conditions and requirements associated with the Project.
2. This Architect Fee Proposal provides costs for all work items identified in the Architect Scope of Work as set forth in the RFP.
3. This Architect Fee Proposal is subject to revision by negotiation and mutual agreement between City and Architect.

\_\_\_\_\_  
*Signature of Architect*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Architect*

\_\_\_\_\_  
*Legal Name of Architect's Business Entity*

***(Insert Exhibit F - Architect Fee Proposal into a second sealed envelope and submit with RFP proposal)***

END OF EXHIBIT F – ARCHITECT FEE PROPOSAL  
ADDENDUM SIGNATURE PAGE FOLLOWS

**The undersigned Architect has reviewed this Addendum #1 and affirms that Architect:**

1. Understands the revisions to the RFP set forth in the Addendum.
2. Understands the clarifications set forth in the Addendum.
3. Acknowledges the replacement of Exhibit F as set forth in the Addendum.

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*Signature of Architect*

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*Date*

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*Printed Name of Architect*

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*Legal Name of Architect's Business Entity*