



CITY OF MOORPARK

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ARCHITECT RFP – CLARIFICATION #1 September 2, 2021

Last date for questions regarding the RFP will be September 7th with Final RFP Clarification provide by September 9th.

RESPONDENTS CLARIFICATION REQUESTS

1. There is reference of a Master Plan but no Master Plan. Can you provide one with the addendum.

AQ1: The RFP document has been updated with the master plan. Please revisit the link to obtain the Plan.

2. Will the Architect who worked on the programming/conceptual phase be precluded from this submission?

AQ2: Yes

3. Appendix IV – Preliminary Program for the Library is missing in the RFQ/P, can we request a copy?
4. On page 3 of the RFQ/P under II. Background, it states a preliminary program for the Library is included in Appendix IV; however, I do not see an Appendix IV in the document or mentioned in the Table of Contents – is this provided once a firm has been selected?
5. Similarly, will the library building program be made available prior to the RFQ submittal deadline? If so, would you be able to provide a download link?

AQ3 & Q4 & Q5: The building program itself is not available at this time. However, you can watch the City Council workshop on the project to view the building scheme and the prior discussions regarding the exterior design

https://moorpark.granicus.com/GeneratedAgendaViewer.php?view_id=138&clip_id=2346 Item 6.A. and associated attachments.

6. On page 11 of the RFQ/P under Task 10: Additional Tasks to Consider, it states “Drawings are to be submitted to City in AutoCAD 2012 or earlier...” – can you confirm if 2012 is the most recent version you would like to be used for drawings?

AQ6: CAD 2012 is the most recent version that we can use.

7. Does the City have a goal for achieving a permit and starting construction/completing the building?

AQ7: We'd like to complete construction of the building in 24 to 36 months from award of agreement to selected firm.

8. The document provides a link to the City's Downtown Specific Plan, but that link is broken. I believe I found the correct document on the City website, however, at <http://www.moorparkca.gov/DocumentCenter/View/10902/Downtown-Specific-Plan?bidId=> Can you confirm that this Plan is the correct one and that we will be required to conform to the design guidelines for Institutional buildings?

AQ8: That's the correct plan and we have also corrected the link in the RFP. How we choose to treat the DSP in the project design will be part of the design process. The property is currently adjacent to the Downtown Specific Plan but not included within it. We will work with our planning department to determine whether we include it in the DSP or just follow the spirit of it for the design.

9. The document mentions some previously performed architectural work for this project. Will that work be made available prior to RFQ submittal, or only after the contract is awarded? If it is available prior, would you be able to provide a download link?

AQ9: We have not completed project close out with the former architectural firm. As soon as the City has access to the work product, they can be shared, but this will not happen before the RFP deadline.

10. Finally, the document mentions a large recently entitled mixed use development in the downtown area. I assume that the entitlement documents are part of the public record. Would you be able to provide the name of the development so that I can search for the relevant files?

AQ10:

http://moorpark.granicus.com/MinutesViewer.php?view_id=118&clip_id=2278 See item 6.A. and associated attachments

11. The 15-page limit is tight with all of the requested information. Can the project schedule be 11x17, and still count as 1 page?

AQ11: Yes

12. In our submittals, we typically provide tabbed section dividers with relevant project photos on both sides of the tab. Are these acceptable to include, or would they count towards the page limit?
13. Does the page limit for the Technical Qualifications Proposal Content include the Table of Contents, Cover letter, or any section break pages?

AQ12 & AQ13: Cover, Title page and Tabbed section dividers are not counted in the total page count.

14. Due to the current COVID situation throughout California, will the City still require architectural firms to submit hard copies of the proposals?

AQ14: No Hard Copies are required, but one copy may be submitted. The electronic copy is a required submittal by September 14, 2021 at 5:00 p.m. Electronic copy is preferred in external thumb drive format to mitigate issues with e-mail file size restrictions.

15. Is the Library Building Program different than the Preliminary Program or Conceptual Program previously mentioned? Were either or all produced by the Library Consultant and/or Architect?

AQ15: The Library Building Program is still being reviewed/revise. The Program has been produced by the City's library Consultant, Ms. Linda Demmers.

16. We assume the New Library will be a one-story stand-alone building.

AQ16: That is correct.

17. Are teams required to engage a Traffic/Parking Consultant at this time?

AQ17: Not at this time.

18. We assume a resume is required for the Project Architect and that no other resumes are required at this time.

AQ18: Resumes or qualification for the Project Architect and key team members are required.

19. Is the Scope of Work to be included along with the Lump Sum Cost Estimate required for the Detailed Cost Proposal?

AQ19: The cost estimate and scope of work should remain separate. See Page 7 of the RFP under Section IV for additional info on the cost estimate.

20. There might be between 10 – 15 consultants required at this time to determine an accurate fixed fee for the New Library project. For the Technical Qualifications Proposal, Item 7 – Are we to provide requested qualifications for each subconsultant or just for the major subconsultants anticipated (such as Structural, MEP, Civil and Geotechnical, for instance)?

AQ20: Given the size of the RFP document, only a list of proposed consultants is required at this time. It is incumbent upon the proposing firms to ensure consultant is suitable for the project, given the noted experience requirements in the RFP.

21. Should the need for extra services arise, are hourly billing rates for the Architect and each subconsultant also required?

AQ21: Yes

22. Is the \$20 million cost for construction only or does that include design budget?

AQ22: \$20 million is the total budget (construction/design/FFE)

23. During the initial design work/planning, did the Architect put together an initial LEED scorecard or programming criteria for LEED requirements?

AQ23: No.

24. Was any preliminary consultant engineering work done in conjunction with the preliminary plans?

AQ24: Not to our knowledge.

25. Is there an intended Notice to Proceed/Project Start date?

AQ25: Contract Award is expected in late October or early November