CITY OF MOORPARK

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ARCHITECT RFP – CLARIFICATION #3
September 15, 2021

This is the final RFP Clarification. No other clarifications will be issued. Please keep in mind the RFP is a general assumption to allow the City to evaluate firms. The City expects that further refinements of the work scope, task items, and timeline will be worked out with the selected firm and finalized prior to Contract award.

RESPONDENTS CLARIFICATION REQUESTS

1. Would the City consider combining the 90% CD submittal with the Construction Documents/Plan Check Submittal?

   AQ1: Task 4 is all work with City staff culminating in 90% CD's, so in reality, the Task 5 item is the detail for the last bullet point in Task 4. There's only one submittal to B&S at 90% in Task 5.

2. Will CASp consulting be required?

   AQ2: CASp Consulting is not required in the City of Moorpark.

3. Task 1-Pre Design requires us to "Attend public meeting and prepare exhibits. (plan for a minimum of two meetings for this stage)." What is the goal for these meetings, and what kind of exhibits can we prepare at this stage? Perhaps this was meant for the end of the SD phase?

   AQ3: Correct. These are to occur in the Schematic Design phase. Goal is to get City Council approval on library design before moving ahead with full design.

4. For purposes of developing the schedule, can you provide an approximate NTP date?

   AQ4: Contract Award is likely to occur in early to mid-November. Assume 2 to 4 weeks to execute contract documents and purchase order.

5. For Tasks 7 and 8, I'm assuming a bid period of 1 month and a construction period of 18 months. I'm also assuming a three month move-in period for the Library staff and their IT people, to shelve books, set up computers, phones, etc. Is this all in line with your assumptions?

   AQ5: Bid period 2 months, Construction period of 24 months, and four month move-in period.

6. Who will purchase and install desktop computers, servers, networking devices, phones, printers, etc., and who will set them up? Will the City's IT department provide and install, or will it be part of the general construction contract?

   AQ6: The City's IT department will purchase the equipment and do the installation of all computers, servers, networking devices, phones, printers etc.

7. Can the resumes be included as an addendum? If not, please state which section you would like the resumes located.

   AQ7: Brief resumes should be included as part of Item 5 of the Technical Section. More detailed resumes may be provided during the interview process.

8. Please confirm that only a PDF on a thumb drive is required (per addendum) and we do not need to submit one hard copy in addition (per RFP).

   AQ8: That is correct. A hard copy does not need to be submitted.

9. Can you please clarify if the scope of work for task 2 includes the master planning for the entire 4 acre site, and that the subsequent tasks (Task 3-9) will be limited to the ~42,000sf that is being allocated to the Library?

   AQ9: The scope of work is to include the library building and the 42,000 sq ft area for the library and a potential future expansion space. No master planning is required, other than to consider the location of the future City Hall as approved in the Civic Center master plan approved by City Council and included in the RFP document.

10. Is this a prevailing wage project?

    AQ10: Yes

11. Are we to understand that the 15-page limit applies only to the Technical Qualifications Proposal Content, and does not include the separate Cost Proposal Content?

    AQ11: That is correct. The 15-page limit applies only to the technical qualifications.

12. Do we need to provide a fire sprinkler consultant or is this design-build?

    AQ12: Fire sprinkler System will be design-build.

13. Can we provide more than one consultant as alternate in one engineering task?

    AQ13: Yes