

CITY OF SAUSALITO

Notice Issued November 25, 2014

Addendum to Request for Proposals (RFP)

For

Comprehensive Facility Condition Assessment (CFCA)

For the MLK Campus

PROPOSER QUESTIONS AND CITY RESPONSE

RESPONSES TO QUESTIONS POSED AT MANDATORY PRE-PROPOSAL CONFERENCE NOVEMBER 19, 2014 AND SUBMITTED VIA EMAIL:

1. What is the City's Budget for the requested Comprehensive Facility Condition Assessment (CFCA)?
 - a. **The City does not have an internal budget pre-determined for the CFCA.**

2. On page 9 of the RFP, the evaluation criteria states that 10 points will be given for evidence of past successful performance relative to ability to complete projects on schedule and within the estimated budget. However, under the instructions for submission, "Past Successful Performance" is not listed. Should we include past projects in our submittal? If so, should we include this as number 8 in our submittal?
 - a. **Yes, please include information regarding past projects in your proposal. Samples of previous Comprehensive Facility Condition Assessment reports are welcome as evidence of meeting this criteria.**

3. What level of Hazmat Assessment is expected? Is material sampling and testing to be included in Assessment?
 - a. **Environmental summary with an overview of potential hazardous materials only. Any suspected material identified will require further analysis by the City at a later date. Testing/analysis of suspect building materials are NOT part of the scope of work.**

4. Are there previous hazardous materials reports available for this site?
 - a. **Yes. These shall be made available to Consultant awarded CFCA.**

5. Are "Maintenance/Remodel Records" available at this time?
 - a. **Maintenance records are not available.**

6. What level of Utility, i.e. *Electric Assessment* is desired?
 - a. For purposes of the Assessment requested by the City, please see RFP Scope of Work, Item B9 and B10. Consultant shall evaluate the age, condition, adequacy of capacity and status of maintenance of all plumbing, HVAC and electrical systems. Systems are to be rated based on overall integrity, probable useful life and need of replacement. Recommendations for “Green” and upgraded systems are welcomed.
UTILITIES: There are historical plans/maps available that show underground utilities which may not accurately indicate current conditions. Sourcing and mapping of utilities on campus is an extensive, complex project, if your firm is capable of providing this service, please include as Alternate Item.
7. Will civil, structural, mechanical and electrical engineer reports and Assessments be included as part of project deliverables?
 - a. As outlined in ASTM International - Standard Guide for Property Condition Assessments: Designation: E 2018-08
8. Does the City have any prior reports or studies about the property that they can share with prospective Consultants?
 - a. Any prior reports will be available to the firm that is awarded the CFCA contract.
9. Did the Lease Purchase Agreement dated August 1987 include geotechnical and soils reports, copies of CC&Rs, recorded easements, etc.?
 - a. CC&R and Recorded Easements only.
10. Does the City have architectural and engineering drawings for all or any of the eleven Bldg. structures and site improvements?
 - a. Yes, the City has historical and more recent plans available for all buildings. These plans are available for viewing at Sausalito City Hall, 420 Litho Street, Sausalito, CA.
11. Will the City furnish prospective Consultants with copies of the existing leases with the private schools and other lessees?
 - a. Leases are Public Record and are available for review at Sausalito City Hall.
12. If the leases cannot be shared with Consultants, can the City confirm whether the lessees undertook and completed any alterations, repairs or maintenance to the existing buildings and when the work was permitted and completed?
 - a. Yes, these records are available.
13. Will the project team and its Consultants selected be precluded from submitting proposals for the future work necessary to document the repairs and corrective work identified in the CFCA?
 - a. No

14. If a general Contractor is included on our team for cost estimating and opinions about duration of repairs and corrective work, would they be excluded for consideration on the construction work when the City decides to fund and perform the work?
 - a. No, however standard municipal procurement procedures will be adhered to.
15. Does the City have any guidelines that Consultants should follow with respect to including Local Business Enterprise, Minority Owned Business Enterprises or Disabled Veteran Owned Business Enterprises as part of the Consultant's team?
 - a. No
16. Were there seismic upgrades done in Buildings 3/4/5 with the Lycee Francais School remodeling?
 - a. No. As there was no change of use of buildings, seismic upgrades were not required.
17. Seismic upgrades were not specifically called out in the Scope of work. However, references to "include findings of items that are out of compliance with building codes was requested". By default, the implication would be to evaluate the building shells for seismic resistance. Is this desired?
 - a. The City Seismic upgrade recommendations should be included only as required by the Standard Guide for Property Condition Assessments.
18. Due to the weather there was not a lot of attention given to the fields at the site walk, and it appeared that more attention was directed towards the existing buildings. How extensive do you envision the survey and evaluation of the existing field improvements to be?
 - a. All Field and Recreation evaluation services should be included as an Alternate Item.
19. When were the last field improvements done?
 - a. The Track, Field and the Baseball infield receive ongoing general maintenance. There have been no major improvements to the Field in the last five years.
20. Are you planning to go after any grants to fund the field improvements?
 - a. If grants for such improvements are made available, the City will pursue.
21. For landscaping and water conservation, do you follow the requirements of the Marin County Municipal Water District?
 - a. Yes
22. Are you looking to change the landscaping to something more droughts tolerant?
 - a. Landscaping (Scope of Work, Item B16) is hereby deleted from the RFP.
23. Are the landscaped/developed areas of the school areas included in this Assessment, or are these considered more of a cursory Assessment?
 - a. The landscaped areas of the schools are NOT to be included.

24. Does your City have a repaving/asphalt topping program that would include the site's parking lots, driveways and other paved areas?
- a. No
25. Is a geotechnical Consultant required to access the condition of the hill to the north and west of the buildings?
- a. No
26. Do you have information on existing storm drains in the adjacent streets?
- a. Yes, the City maintains this information and will be available to the firm that is awarded CFCA contract.
27. Does the City have any records of building code violations, fire or life/safety violations, storm water discharge issues or other known deficiencies about the property?
- a. No
28. Is there history of water infiltration issues within the buildings?
- a. Yes. Information will be made available to the selected Proposer.
29. Are there any sustainability/renewable design requirements for this property?
- a. No
30. Shall an Energy Efficiency Survey be conducted?
- a. Only to the extent outlined in Standard Guide for Property Condition Assessments.
31. Shall there be an evaluation of all HVAC systems, plumbing fixtures and other utilities of Tenants or just Owners (the City)?
- a. Yes, there should be an evaluation of all HVAC systems, plumbing fixtures and applicable utility systems as required in the Standard Guide for Property Condition Assessments.
32. To what extent are lessees responsible under their leases with the City to conform to all applicable laws, building codes and regulations (more specifically for disabled accessibility compliance)?
- a. Lessees acknowledge that the Condition of Premises, upon lease agreement, is being taken on an "as is" condition. Tenant takes possession subject to all laws, ordinances and regulations applicable to the Premises, their use, and any covenants or restrictions of record. Any Tenant Improvements requiring permit, are at Tenant's expense, and must conform to all applicable laws, code and regulation. (This includes compliance with applicable disabled accessibility laws.)
33. There was no mention of sites and building security. Do you have an existing intrusion alarm system, or site cameras, etc? If not is there a need for this?
- a. Security Alarm Systems for leased space are the responsibility of the Tenant. There is no need to include this in CFCA.