

Architectural Services for the Harrison Memorial Library Renovation Project

Questions received as of September 13, 2024 and Responses

Addendum #3 Questions received as of Friday, September 27, 2024 and Responses

(Questions appear in black text and answers in italics)

- Can there be elaboration on what will need to be included in the schematic design? In the RFP the written detailed scope starts at 30% of Conceptual design...however on page 6 it notes schematic design. Sometimes conceptual design / schematic design can be interchangeable language.

As part of this project there will be a first phase of conceptual design, during which time this conceptual design completed by Jayson Architecture will be revisited and reconsidered based upon new input from the City, the selected Architectural firm, and members of the community through public outreach.

- Can our proposals exclude Hazardous materials handling? This is something that should either be a part of the city's scope or the GC's scope of work. If the intent is for the architect to include this scope please indicate or clarify what the perception of this scope entails.

Yes, but the architect's scope of work must include Hazardous materials testing and reporting. Hazardous materials removal will be done by the contractor.

- Is there an existing 3D model via BIM software (Revit or Archicad) of the existing structure?

No, there is not.

- It seems like Jayson Architecture has done extensive design work at this point (further than just conceptual 30% noted). Is this RFP more of a formality to comply w/ city requirements.

No, it is not a formality to comply with City requirements.

- Is there existing asbuilts (arch, mep, civil...etc.) of the existing conditions or other relevant drawings.

Yes. They are available on the City's website:

<https://ci.carmel.ca.us/harrison-memorial-library-board-trustees>

- If the conceptual scope has largely been complete as evidenced by Jasyon's Architecture conceptual design, why is having historical experience such an important factor in determining factor (as it seems within their renderings this was taken into consideration)?

Please refer to the introduction to the RFP to better understand the historic significance of the building.

- Please confirm whether the proposal should be organized by items 1-9 noted in the Proposal Requirements or items A-E noted in the Contents of the Proposal.

The proposal should include the Proposal Requirements Items 1-9 as listed, (page 12) organized according to the Contents of Proposal (page 15) A-E as section headings.

- What is considered a page? Is a page one 8.5x11 sheet (2 sides) or 8.5x11 sheet (single sided)?
A page is one page 8.5x11 double sided.

- Are the requested full page resumes included in the 30 page count?

Yes, full page resumes are included in the 30 page count.

- Please confirm the landscape and exterior scope.

There will be no work done to the site and landscaping. The exterior surfaces are also not included in the project. The project is only within the interior of the building.

- Can the city disclose the project budget / available funds?

Jayson Architects provided preliminary cost estimates in their report. The City does not have a funding commitment at this time.

- Page 13, item 4: Please clarify. "Prime Consultant and Sub-Consultants Describe experience in providing the necessary services for at least three (3) projects similar in size..." Our understanding is that the prime must have at least three project that meet the qualifications set forth in the RFP. Does each subconsultant need to show three projects, too? If so, can one project on which we have teamed with the named consultant satisfy the requirement for prime and consultant?

Projects that the prime and sub consultant(s) worked on together should be identified in the proposal. The prime consultant must identify at least three projects of similar size and scope.

- Are dividers included in the 30 page limit?

No. Dividers are not included in the 30 page limit.

- Please clarify the expectations of "hazardous materials handling". As with any historic building hazardous materials should be anticipated but Abatement is handled by specialty contractors during construction that are typically hired by Owner or GC. Please clarify expectations here.

The architect's scope of work must include Hazardous materials testing and reporting. Hazardous materials removal will be done by the contractor.

- Can you elaborate on the goals or expectations of the phased approach mentioned?

A phased approach would break the renovation down into smaller projects over a longer period of time this would: 1. Allow library operations to continue through the project without needing to relocate operations, 2. Require a slower pace would hopefully make the changes to the interior of the library easier to adjust to for our community; and 3. Allow for additional time for fundraising for the project which will be funded entirely with private donations.

- Can you provide the 2018 CASP report mentioned in the conceptual site assessment?

Yes. This is available on the City's website.

- Can you provide digital (PDF) copies of (E) building original documentation/drawings for review, or can we review hard copies prior to submitting proposal? Specifically looking for the original documentation referenced in the Conceptual Site Assessment report package.

Yes. They are available on the City's website:

<https://ci.carmel.ca.us/harrison-memorial-library-board-trustees>

- Is there currently a geotechnical report for the site that can or will be provided?

No, there is no current geotechnical report.

- Will a current topographical and utility site survey be provided in CAD?

No. We do not have a current topographical and utility site survey in CAD.

- Is there a recent topographic survey available for the design team's use?

No. We do not have a recent topographical survey available.

- Has a hazardous materials survey been performed?

No, a hazardous material survey has not been performed.

- Is there a recent geotechnical survey on the site?

No. There is no recent geotechnical survey of the site.

- What is the construction budget for the desired improvements to the facility?

The estimated cost of construction is between \$10-15 million. This project will be funded through private donations and not by the City. The Carmel Public Library Foundation is currently exploring raising funds for the project.

- How committed to improvement of accessibility is the library board?

The Library Board of Trustees is very committed to making any and all possible accessibility improvements.

- What prompted the library board to move away from the design proposed by Jayson Architects in their masterplanning work for the City?

The Carmel Public Library Foundation, who are exploring raising funds for the project, requested a RFP process and the Library Board of Trustees who oversee the facility consented.

- Did the prime firm have to attend the mandatory walk-through in order to propose, or could a subconsultant have attended instead?

The prime firm submitting the proposal needed to attend.

- Please confirm the restoration scope on the exterior of the building. The facilities assessment refers to repainting, roofing and flashing repairs and some evidence of water intrusion. Has any materials testing or historic treatment survey been performed?

The exterior of the Library was painted in spring 2024. There will be very minimal work done to the exterior concentrating on the mezzanine. No materials testing or historic treatment survey has been performed.

- Are hand drawn renderings mentioned on page 9 for the 30% conceptual submittal a requirement, or trying to indicate that highly detailed digital renderings are not required at this phase?

Both are welcome at this phase, but the hand drawn renderings are required.

- Can you provide the 2013 Facilities Report Assessment mentioned on page 7 of the Conceptual Site Assessment Package?

Yes. This is available on the City's website:

https://ci.carmel.ca.us/sites/main/files/file-attachments/facility_condition_assessment_0.pdf?1726847693

- Is there a Historic Resource Report for the building? If yes can you provide it prior to proposal?

Yes. This is available on the City's website: <https://ci.carmel.ca.us/post/historic-preservation>

- What are the anticipated audio-visual needs? Will meeting spaces require projection and sound capabilities?

Audio-visual equipment will be needed in any and all proposed meeting/study spaces. This includes, projectors, screens, sound equipment, meeting support equipment typically found in these types of space in libraries.

- Does the City have Division 1 specifications that include the prevailing wage requirements described in the third paragraph of page 8?

The City will provide contract documents which include the Notice Inviting Bids, Bid Proposal forms, General Conditions, and Special Provisions (collective "front end contract documents). These documents cover prevailing wage requirements among many other things. The consultant must prepare Division 1 and other other technical specifications (Divisions 2+), and must review the City's front end contract documents to ensure that there are no conflicts.

- Is the City and Library Foundation team open to having a combination of in-person and online meetings?

Yes, for progress meetings. However, no, for any public meetings or presentations. Those meetings will need to be in-person.

- Item 2 under Cost Proposal requests hourly rates be "divided into base salary, fringe benefits, overhead, indirect cost,... consistent with Caltrans LAPM for federally-funded projects". This is not

typical and is a very time consuming effort, and doesn't seem relevant since the project isn't federally funded. Can this requirement be waived?

Yes. Please provide fully-burdened hourly rate sheets for all staff that are proposed to work on this project, including staff of subconsultants. Please identify what items, if any are included in these fully-burdened hourly rates, such as cell phones, software programs, etc. Please also identify any direct costs anticipated during the course of the project, such as courier service, mileage, copies, with a markup not to exceed 10%.

- Item 4 under Cost Proposal requests the contract amount be in "actual cost-plus-fixed fee" format. This terminology typically relates to construction contracts, not design services. Is the intent to have a fixed fee contract showing labor plus expenses? Please clarify.

Consultants may propose a fee structure based on Time and Materials (T&M) only, T&M plus fixed fee, or other format of its choosing. A lump sum fee is discouraged. Regardless of fee structure proposed, the City and Library intend to negotiate in good faith with the selected consultant, and those negotiations may alter the fee arrangement proposed.

- Please confirm whether the cost proposals need to include "a complete list of all staff hourly rates.....divided into base salary, fringe benefits, overhead, indirect cost surcharges, profit, consistent with Caltrans Local Assistance Procedures Manual for federally-funded A&E contracts." It is our understanding that the project is at least in part, privately funded. If we do need to provide detailed rates, can the client provide a template for proposers to use to share this information?

Please refer to the responses in the two related questions listed above. Please delete all references to "Caltrans Local Assistance Procedures Manual." At this time, no federal funding is anticipated. Should the City be successful in obtaining federal funding in the future, the City would renegotiate the terms and fees with the selected consultant if federal funding results in a modified scope of work.

- Please clarify the requested fee proposal information. The items included on page 14, items 1 - 6 appear to refer to a construction contract and not a design contract.

Please see the prior questions and responses.

- Please confirm if coordination with DSA (noted at the bottom of page 11) is a requirement. DSA typically reviews school projects.

It is not anticipated that DSA review will be required; however, it may depend on the use of any library space repurposed for any educational and/or public gathering space. This determination will be made by the City's Building Official.

- Please clarify the 'peer review' requirements? Will the City select and contract with the peer reviewer? This consultant is typically not under the Architect's contract due to potential conflict of interest.

The City may select and contract with the peer reviewer. The selected consultant is expected to collaborate with a peer reviewer, if one is retained by the City, just as the consultant would be expected to collaborate with the City and Library representatives.

- Do we need to include a 3D scan of the exterior or interior of the building?

No. That is optional but is not required.

- If there isn't a recent topographic survey, can our team include it in the scope of work?

We do not have a topographical survey available. Surveying will be necessary in your scope of work in order to provide ADA access to the building.

- Please clarify the project phasing terminology used in the RFP. The indicated phases do not appear to align with industry standard phases: Concept Design, Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration

This terminology has been used by the City for other architectural projects. Proposers are free to use alternative terminology, such as percent design complete for example, provided that it would be clear to the Proposal Evaluation Committee what services and deliverables would be provided at each milestone along the way.

- Are the 30% / 70% / 100% Design Development phases intended to equate to traditional phases of Schematic Design, Design Development, and Construction Documents?

Please see the responses in the questions above.

- Please also clarify the breakdown of tasks requested in the fee proposal. Should these be by design phase? Or by the nomenclature used in the RFP

Please see the responses in the questions above.

- Can you please provide the Architect Selection Committee information identified on page 15 and referenced as "see exhibit A."

The Evaluation Criteria and consultant selection evaluation process is shown on pages 14 and 15 of the RFP. Otherwise, we do not understand the concern behind this question.

- This is a follow-up to a prior question for clarification of the intended hazardous materials handling scope.

Hazardous Materials Handling typically includes assessment and abatement scopes of work, both of which may require destructive testing and/or removal of materials in the building. This is generally considered a construction-related activity, and architects and engineers are not typically licensed for, or insured for, this type of work.

Is the intent that the architect and engineering team identify the testing requirements to be provided by others during construction? Or is the intent that the architect and engineer team provide the identification, testing, and even the removal work?

The Architect's scope of work must include Hazardous Materials testing, reporting, and preparation of remediation specifications as required. Hazardous materials removal will be done by the construction contractor.

- The RFP notes that the proposal for services shall include hazardous materials handling. This service is typically contracted directly with the Owner. Can you please confirm that this is acceptable?

The Architect's scope of work must include Hazardous Materials testing, reporting, and preparation of remediation specifications as required. Hazardous materials removal will be done by the construction contractor.

- The RFQ has two conflicting instructions for the proposal. On page 12, the instructions are following this paragraph: VI. SUBMITTAL REQUIREMENTS Proposal Requirements. The proposal should include elements and be organized in the order presented below (see RFQ for the list of outlined numbered 1-9.) But then, on page 15, it states "Contents Of Proposal. In addition to the cover letter, the Proposer shall provide five sections in the following order: (A) Qualifications and Related Experience of Proposer, (B) Proposed Scope of Services, (C) Approach to Architectural Services, (D) Project Timeline and Schedule, and (E) If applicable any additional proposed services not covered in this Request for Proposals." Please clarify which outline we are to use.

The proposal should include the Proposal Requirements Items 1-9 as listed, (page 12) organized according to the Contents of Proposal (page 15) A-E as section headings.

- Please confirm that 30 pages double-sided is 30 sheets of paper printed on both sides (60 sides total.) Thank you.

Confirmed that the 30 pages are double sided (60 sides total).

- Since this scope includes continuing community outreach, can you please share what were key strengths of previous outreach for the Strategic Plan and Conceptual Design and what were areas for improvement?

There was no community outreach conducted as part of the Phase I Master Plan completed by Jayson Architecture, as this was a preliminary report, and thus no identified areas for improvement. Carmel-by-the-Sea is a very hands-on community with projects and there will need to be an inclusive approach with the myriad community groups and stakeholders and frequent community meetings throughout the process.

- Can you please share any specific aspects of the current conceptual design that the next steps of design should explore further and seek to improve?

The current conceptual design is open to interpretation by all proposers.

- In recent outreach efforts, which engagement methods did you observe as being most effective with your stakeholders? Please mention if this was different for different groups and any thoughts you can share on why you think these methods were most effective.

At this point minimal outreach has been done to the community for this project. Going forward here will need to be an inclusive approach with the myriad community groups and stakeholders and frequent community meetings throughout the process. For other City projects currently underway, frequent (sometimes bimonthly) City meetings and reports out to Council have become the norm.

- Can you share a list of who attended the mandatory site tour?

Yes. This is available on the City's website:

<https://ci.carmel.ca.us/harrison-memorial-library-board-trustees>

- Is there an energy savings target beyond Title 24 code required minimum?

There is no specific energy savings target beyond Title 24 code required minimum.

- Are the optional services requested regarding LEED v4 Gold to achieve equivalency only with signature by LEED AP, or is the intent to complete all required paperwork and submit to GBCI for LEED Gold Certification?

Yes, the optional services requested regarding LEED v4 Gold are to achieve equivalency if feasible and the same with LEED Gold Certification.

- How many copies of the Proposal are required? And how many copies of the Cost Proposal are required?

Twenty (20) copies of the Proposal and one (1) copy of the Cost proposal are required in a separate envelope.

- Item 4 Relevant Experience: will you consider updating the reference requirements so that only one reference is required for each project example? We typically have one point of contact.

No. Please comply with the intent of the RFP to the best of your ability.

- I was given your contact information from Leah in the Community Development/Building Inspections office. I'm searching for the original architectural drawings of the Harrison Memorial Library. These were drawn by architect Bernard Maybeck and dated 1927. There was also an addition constructed on the west side of the building in 1949 (not by Maybeck). If you have copies of those architectural drawings too, I'd like them as well.

These drawings/plans are not included within the digitized permit file for the property via Carmel's GIS mapping webpage. I've also contacted the Local History Room at the library inquiring about these sets of plans in case they have copies on file. If not, might you be able to assist me? I'm not local to the Carmel area and understand that plans are often not able to be scanned due to their size. Even pictures would help. If there is a more formal request process and/or any fees associated with this type of request, please let me know.

Yes. These are available on the City's website:

<https://ci.carmel.ca.us/harrison-memorial-library-board-trustees>

- Please confirm if the proposers need to include two (2) approaches, schedules, and fee proposals for the traditional delivery approach and phased delivery approach?

Yes, proposers should include two(2) approaches for the project - both traditional delivery approach and phased delivery approach.

- Is the City of Carmel operating the Library technology infrastructure? Or the library itself?
The City of Carmel operates the technology infrastructure for all City departments, including the Library.
- Why is the client considering a phased approach for project delivery?

A phased approach would break the renovation down into smaller projects over a longer period of time this would: 1. Allow library operations to continue through the project without needing to relocate operations, 2. Require a slower pace would hopefully make the changes to the interior of the library easier to adjust to for our community; and 3. Allow for additional time for fundraising for the project which will be funded entirely with private donations.

Addendum 3 Questions:

- Are there any other record drawings than those we have on file. If so, can we get copies? The site structural assessment mentions drawings prepared by Hall, Goodhue, Haisley and Barker dated 1/26/88

*All plans/drawings that the City has related to documenting work done to the Harrison Memorial Library have been uploaded to the City's website
<https://ci.carmel.ca.us/harrison-memorial-library-board-trustees>*

- There seems to be a seismic bracing system that was installed in the 70's. Is there any record of that work other than the drawings? Calculations? Criteria used for design?

*All plans/drawings that the City has related to documenting work done to the Harrison Memorial Library have been uploaded to the City's website
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- The RFP calls for "Seismic Analysis." Is seismic strengthening anticipated to be a part of the structural scope if deemed necessary.

Yes, it is anticipated as part of the scope.

- The RFP wants us to consider a standard delivery of the building with building closed during construction and then a phased approach that would allow the building to be open while the work is done. This will have an effect on fees. Do we propose fee structures for both?

Yes, please propose fee structures for both standard delivery and a phased approach.

- Is there a recent topographic survey available for the design team's use?

This question has previously been answered. Please see above.

- Has a hazardous materials survey been performed?

This question has previously been answered. Please see above.

- Is there a recent geotechnical survey on the site?

This question has previously been answered. Please see above.

- Please clarify the 'peer review' requirements? Will the City select and contract with the peer reviewer? This consultant is typically not under the Architect's contract due to potential conflict of interest.

This question has previously been answered. Please see above.

- What are the anticipated audio-visual needs? Will meeting spaces require projection and sound capabilities?

This question has previously been answered. Please see above.

- Does the City have Division 1 specifications that include the prevailing wage requirements described in the third paragraph of page 8?

This question has previously been answered. Please see above.

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This question has previously been answered. Please see above.

- Is the City and Library Foundation team open to having a combination of in-person and online meetings?

This question has previously been answered. Please see above.

- How many hard copies of the technical proposal are required? How many hard copies of the cost proposal are required?

Please provide 19 copies of the technical proposal and one copy of the cost proposal.

- Item 4 Relevant Experience: will you consider updating the reference requirements so that only one reference is required for each project example? We typically have one point of contact.

This question has previously been answered. Please see above.

- Are we permitted to send our response by FedEx? If so, can we get a street address for delivery?

Yes, however, the City of Carmel does not have street addresses. Please direct FedExed responses to Carmel City Hall, Monte Verde Avenue between Sixth and Seventh Avenues, Carmel-by-the-Sea, CA, 93921

- RFP states LEED Gold w/verification by AP. Do you want a price for both equivalency verification and option for formal certification?

This question has previously been answered. Please see above.

- Do you have the project schedule "Exhibit C" as noted in the RFP? It was not provided.

The City's example professional services agreement included in the RFP. Exhibit "C" is not included as it remains to be determined by the City and the contractor.

- A BIM model of existing conditions will be crucial to the development of this project. Will an as-built consultant be hired by the City to document the structure in 3D?

The City has no plans at this time to hire an as-built consultant to document the structure in 3D.

- Is it just the contractors, and not the design consult team, that requires registration with the State of California, Department of Industrial Relations (DIR)?

That is correct. Only contractors are required to register with the DIR.

- Will you provide the list of firms who attended the required meeting on (08/28)?

Yes. This is available on the City's website:

<https://ci.carmel.ca.us/harrison-memorial-library-board-trustees>

- Hazardous material abatement is a responsibility of the building owner working with a specialized contractor. What role is the City asking the architect to play?

This question has previously been answered. Please see above.

- Will the City be contracting any required civil engineering for this project?

This is highly likely, yes, as part of the construction phase.

- Does every individual sub-consultant also need to present: three or more project examples with a minimum construction value of at least \$750,000, stating project construction cost, contract amount, and include two client references for each project?

This question has previously been answered. Please see above.

- There are several terms in the Professional Services Agreement that are uninsurable through standard professional liability insurance. Will the 'Contract Negotiations' period allow for proposed revisions to the Agreement?

Yes, there will be a period of contract negotiations with the selected architect, prior to final City Council approval of the final contract.

- What is the period over which the consultant fee schedule needs to remain unchanged? When will consultant and sub-consultants be able to renegotiate updated fee schedules?

The period over which the consultant fee schedule will remain unchanged is the term of the contract. The City typically does not renegotiate contracts, especially not in the middle of projects.

- The RFP is written as if alternate cost estimates and project schedules are to be included in each team's proposal. How is the proposer to estimate construction costs and time when the scope of work and specific design has not yet been determined?

The proposer is requested to submit fees for the requested services for Architectural Services, including any and all fees for staff and subconsultants. Estimates for construction costs are not required as part of the proposal.

- Will further data and details be provided from any prior community engagement initiatives? Can these be provided during the proposal process?

Two community workshops were held this spring. One was canceled due to lack of attendance. The second had minimal attendance. At this point no other outreach has been conducted to date.

- Will consultant teams be responsible for FF&E? If so, to what scope?

Yes, consultant teams will be responsible for FF&E, applying a cohesive approach in design and functionality to the entire facility.

- Does the schedule/fee need to follow the phase nomenclature outlined in the RFP (Conceptual Design Refinement, 30% Submittal & Design Review, 75% Submittal Design Review, etc.), or can the work be outlined using standard design phases?

This terminology has been used by the City for other architectural projects. Proposers are free to use alternative terminology, such as percent design complete for example, provided that it would be clear to the Proposal Evaluation Committee what services and deliverables would be provided at each milestone along the way.

- For the sign type scope list, would you like consultants to determine sign types? Does the library anticipate all new signage components throughout the building?

Yes, the consultant will determine the sign types and yes, the library does anticipate new signage components throughout the building.

- Is there any re-brand / logo design required or will that information be provided?

That information will be provided.

- Can a link to any existing conditions drawings be provided for review?

*Yes. These are available on the City's website:
<https://ci.carmel.ca.us/harrison-memorial-library-board-trustees>*

- The Master Plan Final Report indicates voluntary seismic strengthening. Is there a criteria or performance target for the voluntary seismic strengthening?

At this point

- Please confirm the following understanding of expected meeting participation, and that only the Architect is required in person where noted (sub-consultants to participate remotely as needed)?

- DESIGN DEVELOPMENT

- o Monthly progress meeting [in-person] - 1 per month

- o Project management call [remote] - 2 per week
- o Additional progress check-ins with key stakeholders [remote] - up to 5x
- o Core team meetings:
 - 30% page turn [remote] - 1x
 - 30% public presentation [in-person] - 1x
 - 75% page turn [remote] - 1x
 - 100% page turn [remote] - 1x
- BID SERVICES
 - o Pre-bid meeting [remote] - 1x
- CONSTRUCTION SERVICES
 - o Design + CM coordination meeting [remote] - 1x
 - o Pre-construction meeting [remote] - 1x
 - o Construction progress meetings [in-person] - 10x
 - o Final walkthrough / punch list [in-person] - 1x
 - o Lessons Learned Meeting [remote] - 1x

Carmel is a highly engaged community and will require an Architect that can be engaged and available in-person during community engagement meetings. Other meetings may be done remotely. Expectations for meeting attendance whether in-person or remote will be finalized as part of the contract negotiation process.