

Architectural Services for the Harrison Memorial Library Renovation Project

Questions received as of September 13, 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.